

Introduction

I have been working for Priddy for four and half years now. I started as an Administration Apprentice and have worked my way up to an Administration Assistant, supporting the Contracts Department. I have also recently completed a Level 2 and 3 in Computer Aided Design and now assisting with this aspect of our current Contracts.



Image: Laura Turner, Administration Assistant

How did you get started in your career?

I started out as an Event Groom and wanted a change in career. I knew I wanted to get into Construction as I come from a family of Tradesmen, so when the Apprenticeship opportunity came up with Priddy I went for it.

Can you outline a typical work day?

My day always starts with checking through my emails, working through them and my To Do List, until I start getting tasks in from the Contracts Managers. These tasks can include producing Site Files and new forms, ensuring all documentation is up to date, compiling Technical Submittals and requests for Information, printing drawings and documents to name just a few.

What do you enjoy most about your job?

The variety! No two days are the same.

What skills are important for anyone wishing to start in your profession?

To be able to communicate well, be organised and thorough in tasks and have a good basic understanding of Microsoft programmes.

What main personal attributes do you think is important for your type of job?

To be organised, cope well under pressure and adapt to change as your day won't always go as you planned.

Do you have any tips or suggestions on how young people and adults can enter your industry?

For me personally, I got into the Industry through an Apprenticeship. I feel this was a good way as I was gaining a qualification and widening my skill set while working. I enjoyed going in this way as I got to work in the different parts of the business, gaining a greater understanding of what the business does and how it worked.

What career progression opportunities are available in your business/sector?

There are a lot of opportunities within the Construction Industry. I feel getting into Administration is a good start as you get to see and work in all parts of the business.

Why is it important for your sector to attract and train young people and new entrants?

To allow the Industry to keep growing and to bring in new ideas to keep it moving forward.

What trends do you predict for your industry within the next 10 years? E.g. is it a growing market requiring more young entrants

The industry definitely needs to encourage more young people to enter the industry through apprenticeships, as there is already a shortage of good skilled workers.

General words of advice

Don't be afraid to ask questions or for help.

Further contact/information

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Search 'National Careers Service' online to view any of our hundreds of job profiles.