



Image: Ruth Read, Team Administrator, Kier Construction

### How did you get started in your career?

When I left school I was accepted onto a Youth Training Scheme at Brush Electrical Machines for 1 year, after which I became a Clerk Typist. Over the years I have worked in various industries, e.g. Engineering companies, the NHS, Solicitors offices, and more recently Construction. My roles have been secretarial and administration.

### Can you outline a typical work day?

There isn't really a typical work day as I never know what's going to come my way. I work in a small team so whatever the admin/secretarial requirements of the team are – this can be varied.

### What do you enjoy most about your job?

Working within a close knit team builds trust and confidence in all areas of the working environment. Knowing that each day will be different.

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

A good knowledge of the Microsoft Office Suite, i.e. Outlook, Word, Excel and PowerPoint. A good standard of English and grammar, together with an ability to learn new systems. Communication skills will go a long way and an ability to juggle your workload within a team environment will be of benefit.

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

To have a professional approach to your work, colleagues and customers/clients. To be trustworthy, reliable, respectful and confident with all members of staff, at all levels.

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

There are many job websites that list many varied secretarial/administrator roles. Lots of companies are willing to train people from school leaver upwards. Apprentice positions would be an ideal start.

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

The construction industry has many job roles so there's 'something for everyone'. The larger the company, the easier the career progression will be.

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

A constant flow of new/young people are required to replace the older generation who progress in their own career or retire from their job.

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

More Quantity Surveyors and Estimators will be needed. Young people have so much choice these days and I think that these roles are quite often overlooked.

### **General words of advice**

Keep a good sense of humour.

### **Further contact/information**

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