

APPLIED GEOLOGY

Geotechnical & Contaminated Land Specialists

Vacancy:	Technical Assistant
Location:	Sherbourne, Warwick
Contract:	Part-time, min. 20 hours per week.
Job Description:	Production of drawings and plans using AutoCAD LT and other software. Assisting in production of technical reports using MS Office Software. General office duties including data inputting, ordering technical information and supplies. [Please note that there may be an opportunity to increase the role if desired.]
Requirements:	A strong general educational background to O/GCSE level as a minimum, ideally with computing experience. CAD experience preferable but not essential. Must be competent user of MS office suite of programs.
Salary/Benefits:	Depending on experience. Flexible working hours (within core office hours). Pro-rata holidays based on full-time allocation of 25 days holiday per year, plus bank holidays. Contributory company pension scheme and life insurance cover available.
Contact:	Please submit your CV and covering letter by email to: admin@appliedgeology.co.uk

Applied Geology has a commitment to equality of opportunity for all.