

## Bancon Construction

**Bancon Construction Specialist Works Department** based at Crathes are seeking to recruit a full-time

### **Administration Assistant**

Applicants must have excellent communication skills, a pleasant telephone manner and have the ability to work as part of a team. A working knowledge of Microsoft packages is essential.

If you possess the required qualities, please apply in strictest confidence, with full CV and current remuneration to **careers@bancon.co.uk** or write to:-  
Scott Allardyce, Group HR Manager,  
Bancon Construction, Crathes,  
Banchory, AB31 5QQ

**Bancon Construction**  
SPECIALIST WORKS



[www.bancon.co.uk](http://www.bancon.co.uk)