

Operations & Technical Drawing Support Assistant

Role Summary

Beaumont Traffic Management is a Midlands-based temporary traffic management (TTM) contractor with over 25 years of experience, working across the highways, construction, and utilities sectors. We are offering a fantastic opportunity to join our team as an Operations & Technical Services Support Assistant, working closely with our Associate Director of Operations and Technical Services.

This is a great first step into the construction and highways industry. No previous experience is required — full training will be given, including on our drawing/plan software. You will learn how a busy operational TTM business runs day to day, with a particular focus on producing traffic management drawings, gradually taking on more of this work. You'll also gain hands-on exposure to scheduling, compliance, technical documentation, and customer service, along with on site experience with genuine opportunities to develop and progress within the company.

Key Responsibilities

- Produce and update traffic management drawings/plans using company software, working closely with and under the guidance of the Associate Director of Operations and Technical Services, with the aim of taking on the majority of routine drawing work over time.
- Provide day-to-day administrative and organisational support to the Associate Director of Operations and Technical Services.
- Help coordinate and update job schedules, ensuring information is accurate and kept up to date on our operations systems (Reflow).
- Assist with preparing, formatting, and filing technical documents, risk assessments and method statements, and traffic management plans.
- Support the team with data entry, record-keeping, and basic reporting.
- Answer phone calls and emails professionally, passing on messages and information accurately.
- Assist with compiling information for tenders, quality submissions, and compliance documents under guidance.
- Assist with pricing and costing routine traffic management jobs, under guidance
- Accompany the team on live sites as part of training, fully inducted and supervised, to build a practical understanding of traffic management operations and the wider industry
- Attend internal meetings.
- Build positive working relationships with colleagues, depot staff, and operatives.
- Undertake any relevant training provided and apply learning to day-to-day tasks.

Person Specification

Essential:

- A positive, willing attitude and genuine interest in learning about the construction/highways industry.
- Good mathematical aptitude, particularly for measurements, scale and calculations
- An interest in construction, civil engineering, or highways.

- Strong attention to detail and accurate written communication.
- Strong computer literacy is essential — comfortable and confident learning new software, with a good eye for detail when producing technical drawings; full training given on company-specific drawing/plan software.
- Good organisational skills and the ability to manage several small tasks at once.
- A reliable, punctual, and professional approach to work.
- Confident communicating with colleagues and, over time, clients.
- Able to reliably travel to our premises in Studley, as the role is primarily office based and full-time

Desirable (not essential):

- Any work experience, volunteering, or part-time roles showing reliability and teamwork.
- Experience or interest in design, drawing, IT, or computer-based subjects (e.g. Design Technology, ICT, Graphics).
- A Levels, T Level, or BTEC in a relevant subject (e.g. Construction, Design, or Digital) would be an advantage, but isn't required.

What We Offer

- A structured introduction to the traffic management and highways industry.
- On-the-job training and mentoring from experienced operational and technical staff.
- Genuine opportunities for progression as you develop your skills and experience.
- A supportive, friendly team environment.
- Competitive starting salary.

Location & Hours

Based full-time at our premises in Studley, Warwickshire.

This role requires hands on, on site training and close day-to-day supervision, particularly while learning our technical drawing software, so it isn't currently suited to home or remote working

How to Apply

To apply, please send a CV (or a short summary of your education and any work experience) to recruitment@beaumonttmltd.co.uk. We're happy to answer any questions about the role before you apply.