

CHANTALLE OFFICE & SUPPLY CHAIN CO-ORDINATOR

INDUSTRIAL CONSTRUCTION (SUSSEX)

Chantalle started her journey with the team at Industrial Construction (Sussex) Limited (ICS) in 2011 as Receptionist/Administrator, and is now the Office and Supply Chain Co-ordinator.



Having left college, like many young people, Chantalle was not really sure what she wanted to do. She was looking for an admin role but had never considered a career in the construction or roofing sector. Until she started at ICS, Chantalle was not aware of the many career paths and opportunities within the industry.

ICS provided Chantalle with the opportunity to progress her career and within the first two years she undertook a Level 2 in Business Administration and Customer Service. Followed with an AAT Level 2 Certificate in Accounting and, more recently, to consolidate her knowledge with studying Executive Level 3 PA Specialist. Chantalle is now working towards a Level 4 Diploma in Management and Leadership.

Chantalle progressed to PA to the Operations Manager in April 2019, working alongside the Operations Manager with running of the Contracts Department. Her role included a number of responsibilities ranging from placing orders and coordinating deliveries, management of plant hire and labour management to heading up the Marketing Team and various accounting tasks.

Chantalle was awarded the Rising Star Award in the EA and PA category at the WeAreTheCity Rising Star Award 2022.

At the beginning of March 2023 Chantalle became the Office and Supply Chain Co-ordinator for ICS.

Her role now includes maintaining supplier relationships, plant hire management, dealing with training coordination, as well as overseeing the Admin Team.

Chantalle is also the company FIR (Fairness Inclusion Respect) in Construction Ambassador and Workplace Wellbeing Champion, leading the Wellbeing at Work programme.



I have seen growth in my confidence since working with the team at ICS. You can do anything you put your mind to with the right mindset, hard work and a supportive company behind you.



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