

I LOVE MY JOB!

Kelly Howard, SHE Admin, Wates Construction Limited



- **Where did you go to school?** Scotland
- **What path did you take to get to your current position?** Highers at school then working in various offices and industries
- **What subjects did you study?** History, English, Computer Science, Office Studies
- **How many jobs have you had, and can you name them?** Customer service in a call centre; Receptionist; Office Assistant; Account Manager; Personal Assistant; Security guard/Prison Escort; Team Secretary; Maintenance Contract Manager; SHE Administrator
- **What school subjects link to your career?** Office studies, maths, English
- **A typical day in your current role looks like:** Supporting the site team, filing, booking meetings and training.
- **What skills do you use daily, that you learnt at school?** Organisational skills from office studies
- **What is the number #1 piece of advice you've been given that helped you with your career choice?** Find something you like or love and the money will naturally follow as you will be more dedicated and get better at your job.
- **What is the average salary for this role?** £30,000
- **If you could have done anything differently on your career journey, what would it be?** Gone to university

Why do you love your job?

Because I get to do all the things I like to go and shape and organise my role within the business. Freedom to plan my own workday.