

Job Description

Job Title:	Commercial Administrator
Division:	Housing
Reports to:	Commercial Manager or Quantity Surveyor
Direct Reports:	N/A
Main Interfaces	Client facing, Business facing

Overall Purpose

To assist and administer all commercial aspects of the contracts, including (but not limited to); reviewing completed jobs to ensure measured and valuation of the works is maximised and cost and risk is minimised where possible, analysis and reporting to management, liaising with clients and supply chain regarding commercial matters.

Key Tasks / Activities / Responsibilities

- Review and approve sub-contract claims for payment through completion of work orders
- Raise Purchase Orders to ensure costs are captured in a timely manner
- Review material purchases and identify anomalies
- Manage the end-to-end valuation, application and accounts processes for all works in accordance with contract terms, including variations.
- Ensure 'completed not invoiced' (CNI) jobs are maintained at the pre-agreed levels during the course of the contract.
- Identify and report on any shortfall on anticipated profitability levels, ascertain reasons and develop proposals for remedial action where necessary
- Attend progress meetings and provide commercial reports to clients and senior management as required
- Develop beneficial relationships with clients, supply chains partners and colleagues
- Interact with the project team to maximise project procurement, production and commercial strategies
- Ensure compliance with all terms, conditions and practices of the assigned contracts
- Prepare for and participate in periodic commercial reviews with Commercial Manager and Finance Meetings
- Liaise and work with credit control to identify and resolve and debt issues relating to your assigned contracts
- Submit variations and quotations in a timely and professional manner, ensuring proposals are commercially viable, profitable and risk adverse.
- Manage, develop and maintain key processes, delegated authority rules and systems of working.

Person Specification

Key Knowledge

- MS Excel
- Good understanding of responsive maintenance
- Good understanding of repairs systems
- Good understanding of Schedule of Rates
- Familiar with contract inclusions and exclusions

Key Skills

- Pro-active, motivated team member with good initiative
- Ability to multi-task and meet deadlines and targets
- Decision making and problem solving capability
- Strong analytical skills with a keen eye for detail
- Ability to work to tight deadlines
- Strong inter-personal and organisational skills

Key Experience

- Experience working in responsive maintenance
- Experience using a Schedule of Rates
- Experience compiling reports and analysis
- Working with other organisations and departments
- Good IT competency and experience with scheduling and finance systems

I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: