



COMMERCIAL ADMINISTRATOR



ABOUT THE ROLE

To provide the Commercial Director / Head of Commercial and the whole Commercial department with full administration support. To work as an integral part of the team and to ensure the smooth running of the Commercial department. The job holder will be providing a range of administrative services within the department as well as providing a central point of contact within the Commercial department.

Responsible to: Commercial Director


KEY RESPONSIBILITIES

1. Surveying

- Administration duties at Procurement stage, preparing enquiry packs, collating tender information.
- Update/monitor SMAS and insurance details for subcontractors, including chasing up when expired.
- Prepare interim payments for approval by Surveyors.
- Issue contra-charges as appropriate/directed.
- Input progress on valuation system.
- Assist in preparation of sub-contract accruals. Agree/present to Surveyor.

2. Purchasing

- Analyse returned enquiries and produce comparison spread sheets.
- Produce spread sheets for the back up for the order procedure.
- Place orders and input prices and descriptions onto the Companies Information System and action appropriate orders, to allow site access to the materials.

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- Assemble Health and Safety policies e.g. COSHH reports, copy and forward to site.
 - Check invoices against orders i.e. order numbers, quantities and descriptions.
 - Action site requests for additional materials that are not covered on the bulk orders.
 - Order replacement materials for customer care maintenance.
 - Chase deliveries from suppliers.
 - Prepare the material order file for the site manager including contact names and numbers.

3. Health and Safety

- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- Manage SMAS portal ensuring all subcontractors have current membership as Group compliance.

4. Other

- At all times comply with company policies, procedures and instructions.
- Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.
- General secretarial duties for Commercial Director.

THE PERSON

What kind of person are we looking for?

- Numerically literate
- Organised
- Able to communicate clearly and effectively to all
- Previous administration experience
- Literate in the use of IT
- Able to work on own initiative

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.