



## JOB DESCRIPTION

<b>Job Title:</b>	Commercial Administrator
<b>Reports to:</b>	<b>Head of Commercial</b>
<b>Accountable to:</b>	<b>Head of Commercial</b>
<b>Job Purpose:</b>	Responsible for providing administration support to the Commercial function.
<b>Scope:</b>	The post holder provides a range of administrative services as appropriate to the Commercial and Purchasing teams.

### Responsibilities

#### 1. Surveying

- Administration duties at Procurement stage, preparing enquiry packs, collating tender information.
- Issue Health and Safety Contractor Competency Questionnaires for new contractors.
- Analyse sub-contractor weekly and monthly applications for payment, in liaison with QS.
- Prepare interim payments for approval by Surveyors.
- Issue contra-charges as appropriate/directed.
- Keep Payment Record Sheets up to date following completion of each weekly and monthly payment run.
- 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
- 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.
4. At all times comply with company policies, procedures and instructions.
  5. 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.

#### **Working Relationships:**

Effective working relationships are an essential part of daily working life.

The focus in this role is:-

Internal:                      Colleagues within the Operating Division

**These are illustrative duties and the post 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.**