**JOB DESCRIPTON**

**Job Title:** Commercial Coordinator

**Reports to:** Divisional Head of Commercial

**Accountable to:** Divisional Head of Commercial

**Job Purpose:** Responsible for developing, implementing and overseeing the running of the administrative functions of the department

**Responsible for:** N/A

**Scope** The Commercial Department in a Homes Division is responsible for the separate functions of Purchasing and Surveying and provides information/an overview of local land acquisition as well as ensuring that all Group Commercial policies and procedures are adhered to within the division.

The job holder provides a range of duties and support services as appropriate to the Commercial Department.

The job holder must be able to identify pressures within the department and working autonomously be able to implement or improve procedures as required.

**Key Responsibilities:**

To include but not limited to:

* Processing monthly subcontract payments
* Recording all cumulative application discrepancies
* Raising overheads orders and delivery checking; spoil/topsoil movements, security and burglar alarm invoices
* VAT checking customer services payments
* Reviewing and sourcing new My Redrow costs in line with group requirements
* Maintaining live site collections
* Raising and issuing sales orders
* Reviewing requests and subsequently raising orders for agency staff
* Reviewing and processing landscaping plot and POS maintenance
* Collating all POD documentation for plastering rebate
* Issuing revised trade specifications
* Maintaining subcontract contact details on the s/c system
* Maintaining Asite Subcontract Database
* Issue and record all group compliance requirements, drug and alcohol policy, customer services agreements etc.
* Issue Pre-Qualification Questionnaires (PQQ) to new subcontractors
* General administration including; raising letters of intent, sending order documents raised by QS and tracking signed returned documents, general BPR compliance
* Ensure all contra charges are captured where identified from the respective sites/subcontractors
* Logging HSE notices and track issuance of default letters, follow up letter and corrective actions required for closure

**Staff:**

* Ensure familiarity with Redrow Group’s Health, Safety and Environmental policies and comply with employee responsibilities
* At all times comply with company policies, procedures and instructions
* Contribute to improving the business and enhancing the reputation of the company by putting forward new ideas and by implementing change when requested to do so.

**Working Relationships:**

Effective working relationships are an essential part of daily working life. The focus in this

role is both:

Internal: Colleagues within the Operating Company and at Group where activities dictate

External: Sub-contractors, materials suppliers

**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.**