



# COMMERCIAL ADMINISTRATOR



## ABOUT THE ROLE

The Group Commercial Department is responsible for establishing and managing supply agreements with manufacturers and suppliers to deliver best value for the Group.

The post holder is responsible for assisting in the management of the supply chain, KPI reports, maintaining trade/sales specifications (My Redrow), collection of rebate claims and assisting with the preparation of build cost reports.

The person must be computer literate, reliable, conscientious, enthusiastic and able to work in a busy team environment, displaying common sense and flexibility in supporting other team members

Responsible to: Commercial Manager

## KEY RESPONSIBILITIES

### 1. MY REDROW

- Review of My Redrow Site Collections created by Divisions on Sales Build Management Systems.
- Monitor and provide guidance on the updating of Site Collections across all Divisions following the release of a new Group Collection.
- Assist Divisions in the setup of bespoke specification items, choice lists and non-standard developments.
- Analysis of the rates and prices held on My Redrow.
- Maintenance of My Redrow Group Collections in conjunction with department colleagues.
- Preparation and release of monthly reports analysing the performance of My Redrow across the Group.
- Input into the future development of the system

## **2. SUPPLY CHAIN**

- At pre-tender stage issue and review returned supplier appraisal forms to establish if a company meets Redrow criteria.
- At Procurement stage prepare tender enquiry packs and collate tender information for national agreements.
- Analyse returned supply proposals and prepare tender summary.
- Complete the performance review process for national supply partners and prepare reports.
- Prepare draft supply agreements for team members.
- Assist with the preparation of bi-annual rebate claims

## **3. CONSTRUCTION COSTS**

- Assist in the preparation and production of Build cost report.

## **4. HEALTH AND SAFETY**

- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.

## **5. 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.

## **THE PERSON**

What kind of person are we looking for?

- Team orientated, enthusiastic, willing to learn and develop within a fast moving department
- Flexible approach to dealing with issues and challenges
- Good level of interpersonal skills
- Literature in the use of IT
- Self-motivated and able to plan and organise effectively to meet tight timescales
- Analytical, numerate and able to undertake basic Excel / Word documents
- Resilient in the face of challenging situations and deadlines
- Manages time effectively to ensure that deadlines are met

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.