



# COMMERCIAL ADMINISTRATOR



## ABOUT THE ROLE

Responsible for providing administration support to the Commercial function.

The post holder provides a range of administrative services as appropriate to the Commercial and Purchasing teams.

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.
- Assemble Health and Safety policies e.g. COSHH reports, copy and forward to site.

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- 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.