

Commercial Administrator – Liverpool**REF NO:** HES/00065/Liv**CONTRACT:** Permanent full time staff**POSITION TYPE:** Permanent**GEOGRAPHICAL AREA:** Liverpool UK**RESPONSIBLE TO:** Commercial Manager**SALARY:** Competitive Salary**CLOSING DATE:** 31.03.2017**ROLE SUMMARY:**

A Commercial Administrator is required to assist the Commercial Team in the general administration and smooth running of the department. Dealing with the Commercial team the Commercial Administrator will be proactive in their approach.

Whilst providing secretarial support to the Commercial Manager and the Commercial Team, they will assist in the collation of data, management of the Subcontract order process, ensuring all orders are up to date and processed in a timely fashion

The successful candidate should possess excellent organisation and communication skills, be confident, articulate and have a courteous and professional manner.

KEY RESPONSIBILITIES:

- Communicating with internal managers, engineers, subcontractors and the Client and their representatives, clearly and concisely.
- Complete general secretarial duties such as spread sheets, reports and general correspondence as determined by the Commercial Manager.
- Initial preparation of subcontract applications, scanning filing of subcontract applications, sending out payment notices, ensuring all steps of the process are documented.
- Managing the subcontract order process, attending Pre-Let meetings, assisting in the drafting of and sending out completed order documentation ensuring all steps of the process are fully documented

PERSONAL QUALITIES:

- GCSE grade B or above as a minimum in English and Maths desirable
- Exercise strong communication skills and communicate clearly and concisely
- Previous experience as an administrator within a building services and/or main contracting commercial environment is desirable
- Confident and articulate with an attention to detail
- Highly professional, highly organised with a high level of integrity
- Motivated, with a good work ethic and adaptable to undertaking new tasks as and when required
- Able to perform consistently under pressure, and meet deadlines
- Computer literate with experience of MS Word, Excel, Power Point, Publisher
- Team player
- Willingness to adapt in different situations and learn new skills
- Accepts change and new ideas
- Innovative
- Takes full accountability for performance and professional development

BEHAVIOURAL COMPETENCIES:

- **Highest Standards:**
Consistently demonstrates that only the best is good enough, and demonstrates positive attitude towards continuous improvement and passion and pride about own work.
- **Driven:**
Demonstrates complete focus and determination to achieve successful outcomes. Is highly motivated and has a good work ethic. Is enthusiastic tenacious and determined.
- **Operational Excellence:**
Plans and organises themselves to safely achieve maximum efficiency and output. Delivers results consistently.
- **Communication:**
Approachable team player who is able to communicate at different levels and situations and influence people, who can clearly communicate ideas, plans and priorities to others. Makes communication a priority so there are no surprises.
- **Smart:**
Is able to perform consistently under pressure, think quickly and adapt to different situations.
- **Honesty:**
Behaves with integrity at all times.
- **Problem Solving and Decision Making:**
Exercises straightforward technical or professional judgement using company values, policy and procedures to guide actions and decisions.
- **Personal Development:**
Actively pursues own personal development

REMUNERATION PACKAGE:

On request

Due to the changing nature of our business, the Company reserves the right to alter the content, tasks and responsibilities of this job description to reflect changes to the job, without altering the general character or level of responsibility.

All staff are therefore expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description have to be undertaken.