

Job Title ADMINISTRATOR

Reporting to: Head of Pre-commencement

Purpose: To assist with the administration of our bids, whilst developing into a Trainee Estimator role.

Achieving Results

- Supporting the Pre-commencement team throughout the bid process
- Ensuring compliance with the Company's Commercial Standing Instructions
- Timely production of presentations
- Submission of quality tender documents

Managing the Process

- Organising meetings and co-ordinate diaries for the Pre-commencement team via Outlook
- Issuing Notices as required
- Maintaining records of all meetings
- Managing information in accordance with Commercial Standing Instructions / LIMS
- Preparing PowerPoint presentations for the different bid stages
- Co-ordination of sub-contractor tender bids, from initial contact to carrying out comparison
- Check and acknowledge tender documents and amendments
- Set up projects and manage information in Estimating folder
- Set up projects on Estimating software
- Collate and issue subcontractor bids through Estimating software
- Manage subcontractor bids dealing with and raising queries
- Input subcontractor bids into tender and handover to Senior Estimator
- Record supply chain performance data
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Serving the Customer (Internal and External)

- Preparation of sound tender enquiries to subcontractors

Delivering Quality

- Actively promote Lovell Partnerships Ltd
- Arrange pricing document production – internal or external if required

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Health & safety			
Contracts, contract documentation			
Construction materials			
Design			
Construction methods and technology			
Procurement			
Local sub contract market			
Negotiation			
Pricing levels			
Temporary works			
Management System LIMS			
Excel			
Outlook			
Word			
PowerPoint			