

Job Title: Commercial Administrator

Reporting To: Senior Quantity Surveyor / Quantity Surveyor

Purpose: Assisting in the day to day financial administration of one or more project.

Value

KPIs	
<ul style="list-style-type: none"> Ensure the timely and accurate input of information onto IT system. 	<i>Ensure integrity of data input onto IT system.</i> <i>Undervalue meets or exceeds Business Objective target.</i>
<ul style="list-style-type: none"> Carry out input of SOR's, billing and/or invoicing. 	
<ul style="list-style-type: none"> Carry out checks to subcontract applications as directed by the SQS/QS. 	
<ul style="list-style-type: none"> Reconcile material spend with IT system data as required. 	
<ul style="list-style-type: none"> Commercial administrative tasks on a project as directed by the SQS/QS. 	
<ul style="list-style-type: none"> Assist the SQS/QS with basic surveying duties as directed. 	

Right First Time

KPIs	
<ul style="list-style-type: none"> Assist in pulling together information for contract KPI's as required. 	<i>Contract KPI's reported to client are accurate.</i>
<ul style="list-style-type: none"> Be aware of all our policies, company standards and initiatives. 	
<ul style="list-style-type: none"> Ensure integrity of financial information/work produced as directed by the SQS/QS 	<i>Work produced free of errors or inconsistencies.</i>

Role Description

Customer Recommended

KPIs

<ul style="list-style-type: none"> Effective interaction with members of the client team. 	<i>Build relationships with key project stakeholders, external and internal.</i>
<ul style="list-style-type: none"> Effective interaction with other members of the project team. 	
<ul style="list-style-type: none"> Attend project meetings as required. 	

People Promise

KPIs

<ul style="list-style-type: none"> Be a role model for our 'Peoples Promise' recognising the efforts and achievements of other team members. 	
<ul style="list-style-type: none"> Actively participate where possible in the 'Perfect Delivery' programme and support improvement programmes to promote employee engagement. 	
<ul style="list-style-type: none"> Collaborate with other members of the commercial team in the region to develop best practise. 	
<ul style="list-style-type: none"> Follow and complete any actions on your Personal Development Plan. 	<i>Complete actions on the PDP</i>

Safe

KPIs

<ul style="list-style-type: none"> Evidence a basic knowledge of Morgan Sindall Property Services policies and procedures in respect of Health, Safety, iMS, I.T. and Human Resources. 	<i>Basic knowledge of MSPS policies.</i>
<ul style="list-style-type: none"> Evidence a basic knowledge of and ensure conformity with Statutory Compliance e.g. The Housing Grants, Construction and Regeneration Act. 	

Technical Skills and Knowledge

Safe

People Promise

Right First Time

Value

Recommended

	Basic	Intermediate	Advanced
Ability to work with others as part of an effective commercial team.			
Commercial skills to maximise value recovery and ensure cost control.			
Knowledge and understanding of SOR's and billing procedure.			
Knowledge and understanding of administration of contract records			
Knowledge of responsive, cyclical and planned maintenance.			
IT systems and packages			