Role definition

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| Job title: | Commercial Administrator |
| Reports to: | Senior Fee Manager |
| Direct reports: | None | Department: | Commercial |
| Business unit: | BakerHicks Limited | Location: | Salford Quays |

Summary

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| Providing business support primarily to the commercial department but also to the finance team, split between Salford Quays and Warwick. |

Key objectives

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| * Administration of the CMAP timesheet database and the Work Winning portal database
* Maintenance of the electronic and physical contract libraries
* General support of commercial and finance teams
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Principal responsibilities and accountabilities

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| Work Winning portal* Day to day administration of Work Winning portal database
* Scheduling Tender Review Board (TRB) meetings in association with respective Bid Manager
* Working alongside the Sector Directors and Bid Managers to ensure data is up to date and accurate
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| CMAP timesheet System* Day to day administration of the CMAP timesheet system
* Setting up new staff & contractors
* Overall management of enquiries / contract in CMAP & liaising with finance to ensure contract set up in COINS (general ledger)
* Provision of both regular and adhoc reports
* Identifying and providing coaching / training needs of CMAP users
* Database administration in accordance with reporting timetable
* Administration, ownership and correction of missposted timesheets
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| Contract administration* Day to day administration of the electronic contract library
* Day to day administration of the physical contract library in Warwick
* Assisting in the process of executing contract documents
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| Miscellaneous* Assisting in the day to day administration of the commercial department
* General filing
* Raising invoices/credit notes
* Identification of process improvement opportunities
* Other ad hoc and routine work as required
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Person specification

Qualifications and training

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| * Contract administration knowledge / experience advantageous but not essential
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Technical skills and experience

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| * Highly organised
* Good communication skills
* Sound numeric and computer literacy
* Excellent problem solving skills and creative flair
* Able to quickly build strong working relationships with people at all levels
* Confidence when working autonomously
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