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 |

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 | | 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 | | 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 | | 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 |

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 |