

# JOB DESCRIPTION

## JOB DESCRIPTION

L5

**Title:** Contract Administrator - City and Docklands

**Reports to:** Key Account Manager

**Main purpose:** To provide financial reports, information and recommendations; provide secretarial/administrative assistance to the Contract Manager and Management Team.

### **Accountable for:**

- The financial reporting for the contract.
- Credit control within the contract.
- Wages, site budgets and costs for associated services.
- All administration for the contract.

### **Responsibilities:**

- Type and word-process documents and electronic information.
- Manage the diaries of the Management Team.
- Co-ordinate meetings/agenda's meetings.
- Create financial and statistical reports using spreadsheets.
- Produce purchase orders and check managers' purchase orders.
- Produce monthly report on the state of the profit and loss for the contract.
- Produce forecast budgets for the division.
- Investigate discrepancies in wage reports.
- Analyse and interpret financial statistics and other data and produce relevant reports.
- Communicate and provide information internally and externally.
- Respond to help desk queries and implement solutions.
- Research and investigate information to assist Management Team.
- Comply with stated policies and procedures relating to health and safety, and quality management.
- Manage attendance and timekeeping records on sites
- Manage associated services through LOCC staff and sub contractors
- Contribute towards continued growth and development of contract, company and LOCC staff

Any other duties consistent with the responsibilities outlined above.

This job description may be subject to change to meet the needs of the business in consultation with the post-holder.

## CANDIDATE SPECIFICATION

### Contract Administrator

#### Essential

- Secretarial/ administrative experience working in a similar environment.
- Demonstrate an understanding of finances, budgets, costings.
- Demonstrate the ability to work effectively in a re-active fast paced constantly changing environment.
- Excellent written skills, including the ability to produce clear, concise and accurate written reports.
- Extensive experience of working with a range of computer packages, including Word, Excel, Power point.
- Excellent communication skills, including the ability to use tact, discretion and diplomacy as required.
- Demonstrate the ability to plan, manage and prioritize your work, ensuring that all deadlines are met.
- Excellent analytical skills including the ability to problem solve.
- Demonstrate the ability to work as an effective team member.
- Experience of arranging and co-ordinating meetings.
- Demonstrate the ability to work flexibly, including some early mornings/late evenings as required.
- Demonstrate the ability to produce accurate and high quality work.

#### Desirable

- Previous secretarial/administrative experience gained within the cleaning sector.
- Relevant Business/Administrative/Financial Qualification.