



Job Description – Contract / Project Administrator

Company Overview:

Wilton Cobley Ltd has been established for over 70 years and operates nationally from our offices and workshop base in central Grimsby. We manufacture bespoke joinery products and delivery nation-wide fit out projects to the Banking, Retail and Healthcare sectors for well-known clients such as Virgin Money, H&T (Pawnbrokers), The Entertainer, Waterstones, Grimsby Hospital, Navigo & Care Plus Group.

Due to the current post holder's retirement after 31 years' service, we require a Contract / Project Administrator to assist our Contracts Manager and Site Operatives. Dependent upon start date the new employee will have up to 6 weeks to shadow and train with the current post holder on, on-going projects.

We set high standards of service and delivery so the right person will want to make a difference and be passionate about us maintaining our record of excellent delivery of on time, on budget, national fit out projects. Experience of working within the construction industry or contract administration would be an advantage, however we would consider applicants with other administration experience who would develop skills through further training.

Job Purpose:

To assist the Contracts Manager in proactively desk top managing and delivering national fit out contracts on time, on budget and to an exceptional standard.

Key Responsibilities and Accountabilities:

- Effective procurement and monitoring of goods, services, contractor accommodation and associated items at best price whilst maintaining dates on all project deliverables.
- Complete all administration and paperwork in accordance with client requirements, company procedure and service standards.
- Providing exceptional customer service by updating the Contracts Manager, Site Operatives and Customers/Clients by telephone and via written/electronic communications.
- Production of post contract information such as O&M files and effective management of invoice queries and reconciliation of orders / invoices.
- Quantify areas for tender summaries and quantify materials for ordering materials from suppliers.
- Distribution of communication, including printing and recording of documents, collating relevant data to produce a quotation.
- General clerical work.

Experience/Skills Required:

- Committed, thorough and accurate worker.
- Organisational and time management skills as well as a client focused approach.
- Ability to work as a member of a team.
- Excellent communication skills – both verbal and written.
- High level of accuracy – both literary and numerical.
- Exceptional telephone manner.
- Essential to have strong drive and resilience, leadership and interpersonal skills and ability to work accurately under pressure to meet deadlines without fail.
- Must have good analytical and IT skills.
- Commercial and financial awareness are key requirements.
- Use of IT Software including Microsoft Office applications, Word and Excel for re-production of drawings, updating records and producing documents. Knowledge of Sage would be advantageous; however, training can be provided.
- Previous experience in an administrative role is desirable.
- Comfortable handling confidential information.

Job Type:

- Full-time, Permanent. The required hours are Monday to Friday (35 hours per week)

Salary:

- Between £18,000 - £21,000 per year - Salary is dependent upon experience.

Benefits:

- Company pension.
- Cycle to work scheme.

Schedule:

- Monday to Friday 9am – 5pm with 1hr for lunch.

Notes

- All candidates are subject to 6 months' probation.

Work remotely:

- No.

Application deadline: 14/02/2022