



## JOB DESCRIPTION

**JOB TITLE:** Administrator

**REPORTING TO:** Contract Manager

### **MAIN PURPOSE OF ROLE:**

To be the dedicated, engineering contract administrator and provide performance reports to the contract manager to ensure 100% compliance against all maintenance, reactive and quoted works tasks.

To endorse the ABM brand and uphold the company image at all times

### **KEY RESPONSIBILITIES:**

Ensuring systems both internally and externally are updated with the correct information and documentation.

Effective closure of all open jobs once they are complete.

Liaise on a daily basis with the contract management team.

Effective communication with onsite engineers to ensure completion of all contract associated works.

To communicate effectively with the Customer and to be commercially aware of possible future opportunities.

Raising quotes onto in house system and following through process / requirement to the completion of the works.

Liaise, organise, and raise purchase orders to Sub Contractors for specialist works.

Ensure that you work in a safe manner observing the Company Health and Safety policy and procedures.

Support the Contract Manager with various administrative duties.

Take ownership of monthly performance reports for the Customer and Contract Manager.

Communicate on a daily basis with the main administration Manager.

### **ESSENTIAL COMPETENCIES:**

2 years' experience within an administrator role. You will be able to demonstrate excellent customer service skills and commercial awareness.

### **ACADEMIC REQUIREMENT:**

GCSE C grade and above in Maths, English.

Intermediate / Advanced level in Excel.

Computer literate.

### **DESIRABLE COMPETENCIES:**

Experience on crystal reporting.

Experience in a similar role.