

## JOB DESCRIPTION

<b>Job Title:</b>	Commercial Administrator
<b>Reports to:</b>	Divisional Head of Commercial
<b>Accountable to:</b>	Divisional Head of Commercial
<b>Job Purpose:</b> function.	Responsible for providing administration support to the Commercial function.
<b>Scope:</b>	<p>The Commercial Department in a Homes Division is responsible for the separate functions of Purchasing and Surveying and also provides information/an overview of local land acquisition as well as ensuring that all Group Commercial policies and procedures are adhered to within the division.</p> <p>The job holder provides a range of administrative services as appropriate to the Commercial and Purchasing teams.</p>

### Responsibilities:

#### 1. Surveying

- Administration duties at Procurement stage, preparing enquiry packs, collating tender information.
- Issue Health and Safety Contractor Competency Questionnaires for new contractors.
- Analyse sub-contractor weekly and monthly applications for payment, in liaison with Quantity Surveyors.
- Prepare interim payments for approval by Surveyors.
- Issue contra-charges as appropriate/directed.
- Keep Payment Record Sheets up to date following completion of each weekly and monthly payment run.
- Assist in preparation of sub-contract accruals. Agree/present to Surveyor.
- General office duties including accurate collation and storage of information.
- Processing and issuing sub-contract orders for approval by surveyors.
- Administration of applications from utility companies and NHBC home registrations,

#### 2. Health and Safety

- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.

3. At all times comply with company policies, procedures and instructions.

4. Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.

**Working Relationships:**

Effective working relationships are an essential part of daily working life. The focus in this role is:-

Internal:                      Colleagues within the Operating Company

External:                      Sub-contractors, Utility companies and the NHBC

**These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.**