

# Job Description

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|                     |                        |          |
|---------------------|------------------------|----------|
| Job title           | Contract Administrator | Date     |
| Reports to (title)  |                        |          |
| Contract/Department |                        | Revision |
| Location            |                        |          |

## Job purpose

Describe the overall purpose of the job in two or three sentences.

To assist various Contract Managers in the smooth and effective administration of the Contracts. Liaising with other team members to ensure a consistent and professional approach

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- To assist with the raising of purchase/subcontractor orders as requested by the Contracts Manager, Supervisors and Engineers
- To assist with the producing of operational and monthly reports internally and externally
- To control the full implementation of the IMS and assist with internal audits to ensure full compliance with EFS standard procedures and accreditations
- To assist in the preparation of supporting documentation for the purposes of final invoicing
- To assist in the collation and development of monthly KPI reports on Contract activities
- To compile and distribute data relating to utilities, maintenance work, operational costs and invoicing
- To assist with the producing and analysing of financial reports
- To carry out general typing and filing duties as required
- To carry out all reasonable tasks that may be requested from time to time by the Operations Manager / Contract Managers
- To compile engineers timesheets and input relevant information onto the Timesheet Database System
- To respond to client's Helpdesk requests
- To assist with emergency requests and administration cover from additional sites

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Good communication skills
- GCSE qualifications at level A to C including Maths & English
- Good IT skills including Word, Excel, PowerPoint, Access & Works – including site specific PPM systems & BMS
- Good telephone manner
- Good timekeeper
- Able to work as part of a larger team
- Conscientious
- Able to work under pressure and to defined deadlines
- Basic understanding of Quality Assurance and service delivery
- Good interpersonal and customer relationship skills
- Smart, presentable appearance
- Personable and approachable
- Flexible and adaptable
- Trustworthy
- A team player with the ability to work from their own initiative
- Willingness to learn new skills and embrace procedures

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

|                                  |  |
|----------------------------------|--|
| Line Manager<br><i>Signature</i> |  |
| Print Name                       |  |

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|      |  |
|------|--|
| Date |  |
|------|--|

|                                |  |
|--------------------------------|--|
| Job Holder<br><i>Signature</i> |  |
| Print Name                     |  |
| Date                           |  |

|                         |  |                               |  |                             |  |
|-------------------------|--|-------------------------------|--|-----------------------------|--|
| <i>FOR HR USE ONLY:</i> |  |                               |  |                             |  |
| <i>Job Grade</i>        |  | <i>EMCOR Competency Level</i> |  | <i>Training Profile UTC</i> |  |