

Job title	Commercial Assistant	Date April 2025
Reports to (title)	Senior Managing Surveyor	
Contract/Department	Data Centre Sector	Revision 2 DW review 14/4/25
Location	Scotland	

About EMCOR UK – Why Join Us

At EMCOR UK, we’re redefining what it means to manage and maintain the built environment. With a proud engineering heritage and a strong track record in innovation, we deliver intelligent, technology-led facilities management solutions tailored to our customers’ needs. Whether it’s the big picture or day-to-day operations, we work in close partnership with our clients to deliver consistently exceptional outcomes.

Our purpose is simple but powerful: to create a better world at work. Powered by our unique insight platform, One Data World, we use data-driven intelligence to make informed decisions that adapt to the ever-evolving requirements of our customers. This enables us to deliver smarter, more efficient workplaces—optimising asset performance, reducing environmental impact, and ensuring full compliance, safety, and assurance at every step.

But what truly sets us apart is our people.

We believe our employees are our greatest asset. That’s why we invest in industry-leading approaches to wellbeing, employee engagement, and inclusion—ensuring every member of our team feels valued, supported, and empowered to thrive. Our culture of care and continuous improvement is reflected in the outstanding service we deliver for our customers. Because when we look after our people, they look after everything else.

Job purpose

As a *Commercial Assistant* in our dynamic Data Centre Services team, you’ll be stepping into one of the most innovative and fast-evolving sectors of the facilities management industry. This is an exciting opportunity to contribute to high-performing, mission-critical environments where technology meets precision, and every detail matters. In this role, you’ll play a key part in supporting the successful delivery of complex projects—ensuring they are completed on time, on budget, and to the highest standards. You’ll work closely with cross-functional teams, contributing to commercial performance while upholding our values of integrity, resilience, and sustainability. Your collaborative mindset and drive for results will directly support customer satisfaction and business growth in this technically advanced and financially intensive sector. If you’re looking to develop your career in a cutting-edge environment where your impact is visible and valued—this is the role for you.

Duties/responsibilities/accountabilities/deliverables

A Commercial Assistant primarily supports the management of the financial and contractual elements of a project. Key responsibilities include:

Cost Management - Assist with tracking project budgets and identifying any financial risks. Support in preparing cost estimates for new projects or additional works. Help manage cash flow, including tracking payments, invoices, and cost variations.

Contract Administration - Assist with reviewing and maintaining project contracts, ensuring compliance with agreed terms and conditions. Support with the preparation of variations and claims, ensuring that these are properly documented. Help with the management of sub-contractors, ensuring they adhere to the contract terms.

Procurement - Assist in the procurement process, ensuring the correct materials and services are acquired at competitive prices. Help with the selection of suppliers and sub-contractors, preparing tender documents, and analysing tenders.

Risk Management - Support the identification and mitigation of risks related to costs, time, and resources. Assist in managing cost forecasting, ensuring any discrepancies are addressed promptly.

Stakeholder Management - Assist in communication with clients, consultants, and suppliers, helping to maintain relationships and ensure project goals are met.

Project Coordination - Manage and track project timelines and deliverables across the Design, Build, Manage, and Maintain phases, ensuring that all commercial aspects are aligned with the overall project goals and milestones.

Proposal Preparation & Tender Support - Assist in the preparation of competitive proposals and tenders, working with technical teams to ensure alignment with customer requirements and cost-effective solutions.

Cost Control & Budgeting - Monitor and control project costs throughout the lifecycle, ensuring that projects remain within budget while maintaining profitability and cost efficiency.

Market & Industry Analysis - Conduct research and analysis of industry trends, competitors, and market conditions to provide strategic recommendations that support business growth and customer retention.

Sales & Revenue Generation - Collaborate with sales teams to identify opportunities for upselling, cross-selling, and expanding service offerings, while also ensuring high levels of customer satisfaction.

Reporting & Documentation - Maintain detailed records and reports on project progress, financial status, and client communications, providing senior management with regular updates on key commercial metrics.

Person specification

This job description outlines the key responsibilities of a *Commercial Assistant* supporting the full lifecycle of projects—design, build, manage, and maintain—within the data centre and telecommunications sectors. The ideal candidate will bring commercial, financial, and analytical expertise to help drive efficiency and sustainable growth.

Key Skills & Requirements:

- **Sector Understanding** – Familiarity with data centre or telecoms business models, including infrastructure design, deployment, and maintenance.
- **Regulatory Awareness** – Knowledge of data governance and compliance relevant to the sector is an advantage.
- **Attention to Detail** – Precision in budgeting, contract administration, reporting, and measurement.
- **Analytical Thinking** – Ability to evaluate tenders, project costs, risks, and forecast future expenditure.

- **Communication** – Confident in engaging with clients, contractors, suppliers, and senior leaders.
- **Problem Solving** – Calm and logical approach to managing unexpected costs, delays, and scope changes.
- **Integrity** – Acts ethically and transparently in all financial and contractual dealings.
- **Collaboration** – Works effectively as part of a team throughout the entire project lifecycle.
- **Adaptability** – Responsive to shifting client needs, sector developments, and emerging technologies.
- **Commercial Awareness** – Understands business financial goals, market conditions, and economic impacts.
- **Organisation** – Keeps timelines and communication aligned across multiple stakeholders.
- **Client Focus** – Committed to meeting client objectives on cost, quality, and timely delivery.
- **Time Management** – Balances competing priorities to ensure smooth project progression.
- **Continuous Learning** – Keeps up to date with industry innovations and evolving best practices.

Preferred Skills:

- Advanced knowledge of advanced MS office suite
- Preferable commercial experience across a construction type environment
- A level or equivalent qualifications (English and Maths as a minimum)

Other factors relevant to the job

We welcome applicants from all backgrounds and experiences, regardless of age, race, gender, sexual orientation, religion, disability, or any other characteristic that makes you unique. We believe that a diverse and inclusive workforce fosters creativity, innovation, and better problem-solving.

We encourage applications from all candidates and are committed to providing equal opportunities for employment and growth, supported by our inclusive policies and practices.

Join us in building a better world at work.

- 25 Days holidays + Bank holidays
- Holiday Buy Scheme - up to 5 days a year
- Industry leading Maternity & Paternity Policies
- Refer a Friend scheme – worth £500 per referral
- GEMS – Internal recognition scheme with vouchers for Amazon and retail/dining
- Extensive Learning & Development opportunities, including opportunities for progression.
- Access to Flex Benefits: Discount Shopping, Gym, Mobile, Family Activities, Insurance, Dining Experience, Car Leasing and Breakdown Cover.
- Bike To Work Scheme
- Paid volunteering and charity days
- Medicash - Health cash plan - Benefits covered include dental, optical, physiotherapy and a health & wellbeing.
- Employee Assistance Programme - Offering guidance and advice on Personal, Health, Legal and Financial queries

Job Description

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

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