

Compliance Administrator

Grade

SPOT

Contract Type

Home Worker 1

Commercial Manager



Assistant Commercial Manager



Commercial Administrator



No Direct Reports

Department

Fix360 Commercial → Fix360 Commercial

Role Overview

Carry out various commercial activities in support of the Fix360 business. Key functions will be, but not limited to, clearing jobs to invoice, raising subcontractor purchase orders, and reconciling subcontractor invoices against purchase orders. Commercial administration of supply chain partners and reconciliation of accounts. Assistance in commercial audits such as van stock audits.

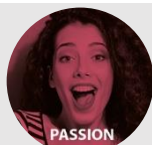
RESPONSIBILITIES

- Respond to relevant enquiries and provide general administrative support to the team.
- Review jobs and clear to invoice in a timely manner.
- Raise job variations to client approval team when appropriate, in a timely manner.
- Notify subcontractors and scheduling team of approvals to variations where appropriate, within the target timescales.
- Raise purchase orders to subcontractors when required within the target timescales.
- Review and reconcile subcontractors invoices against raised purchase orders.
- Support with processing items in the Travis Perkins account (where applicable).
- Assist in resolving day to day disagreements and disputes with client and subcontractors.

Carry out general administrative tasks such as the inputting of information into relevant systems (eg Accuserv), monitoring of the relevant Commercial group inboxes and responding within target timescales. General administrative support e.g. arranging and facilitating meetings, minute taking and circulation.

- Promptly respond to subcontractor and client queries, ensuring high standards and excellent service levels are maintained.
- Undertake additional duties appropriate to the role and/or grade.

Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

STRENGTHS

- ✓ General Numeracy and Literacy skills
- ✓ Excellent customer service skills
- ✓ Demonstrable problem solving skills/experience
- ✓ Intermediate ICT skills, proficient in the use of Word, Excel and Outlook
- ✓ Good organisational skills with the ability to effectively prioritise a busy and reactive workload

ESSENTIAL REQUIREMENTS

- ✓ Previous admin experience
- ✓ GCSE Maths and English (or equivalent)

BENEFICIAL TO THE ROLE

- ✓ Advanced Excel skills, with proficiency in VLOOKUP's and Pivot Tables
- ✓ Experience working in a housing environment
- ✓ Experience of working in a commercial or finance role
- ✓ Experience of working with subcontractors and suppliers contracts in a live environment