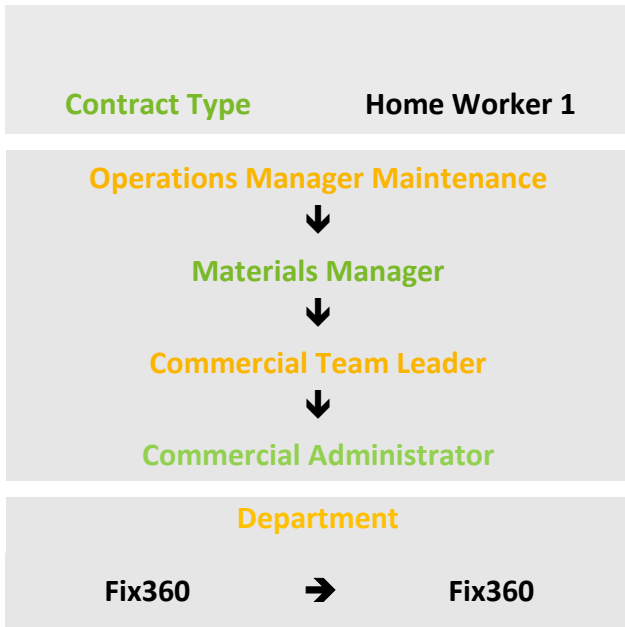


# Commercial Administrator




## 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 & supplier 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.
- Process job variations to in a timely manner.
- Carry our pre-payment checks in line with internal governance.
- Raise purchase orders to subcontractors when required within the target timescales.
- Review and reconcile subcontractors’ invoices against raised purchase orders.
- Support with processing items within the supply chain accounts.
- Issue and collate onboarding documentation and ensure up to date copies are maintained.
- Assist with out audit actions ensuring compliance within the team.
- Assist in resolving day to day disagreements and disputes with client and subcontractors and suppliers.
- Carry out general administrative tasks such as the inputting of information into relevant systems (eg Accuserv), 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.

## Our values



**Honest & Reliable**  
We are authentic, open and dependable; and we do what we say we'll do.



**Caring**  
We show kindness and consideration to our customers and each other.



**Respectful & Fair**  
We listen to people, and strive for equity and inclusivity in all that we do.

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

## STRENGTHS

- ✓ General Numeracy and Literacy 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)
- ✓ Proficient in the use of Microsoft office applications

## BENEFICIAL TO THE ROLE

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