

Job Overview:

Commercial Administrator

Job Title: Commercial Administrator	Location: Warrington	Company: Gratte Brothers Security Management
Reporting to: Service Desk Team Leader	Key Stakeholders: Nicola McCulley, Jessica Hamilton, Malcolm Bates	

Job Purpose:

To support our service and maintenance department in the preparations of contracts, invoices and reports by maintaining accurate data and communicating with stakeholders.

Key Areas of Responsibility:

- Processing contracts in our CAFM system.
- Administration of contract renewal letters.
- Cost checking for invoice accuracy.
- Creating invoices within our CAFM system.
- Dealing with client queries.
- Running reports in our CRM system.
- Liaising with our credit control team and commercial executive.
- Liaising with service account managers regarding their clients.
- Other duties as assigned.
- Processing timesheets and expenses.

*This is a broad overview of the position and does not encompass all aspects of the role.
Gratte Brothers are an equal opportunities employer and welcome applications from all.*

Knowledge & Experience:

- Experience is preferred, however not essential as on the job training will be provided.

Attributes & Skills:

The candidate will have the below skills and attributes to be able to fulfil the role.

- Have a good attention to detail.
- Be able to work to deadlines.
- Have the ability to escalate things when required.
- Be approachable and work well as a team.
- Problem solving skills.
- Have a positive attitude.

Qualifications:

- Qualifications are not essential as on the job training will be provided.