

JOB DESCRIPTION



TITLE: Contracts Controller

HOLDER: Duncan Stewart

PURPOSE: To assist the Branch Manager & Contracts Managers in the day-to-day running of Contracts

REPORTS TO: Branch Manager

SUBORDINATES: None

KEY RESPONSIBILITIES:

1. Manage contract filing system
2. Control administrative systems
3. Maintain supplies of stationary, equipment and PPE
4. Using Britain, manage purchase orders, deliveries and purchase invoices.
5. Source and order materials using preferred suppliers where possible and seek more competitive prices where there is scope.
6. Attend contract handover meetings, and develop contract files.
7. Highlight any material price or quantity deviation from contract cost allowance.
8. Record and manage contract expenditure, and report to the manager.
9. Arrange and manage deliveries to sites by suppliers and in house transportation.
10. Assist in aspects of HR for operatives, including organisation of training, absence reports, holidays etc
11. Collate and format O & M manuals.
12. Answer telephone enquiries and distribute accordingly.
13. Comply with company policy at all times.

KNOWLEDGE & EXPERIENCE OF POSITION HOLDER.

Incumbents need to be articulate, numerate and demonstrate competence in:

- Experience within Administration & Purchasing
- Competent in Microsoft Office (or equivalent)
- Confident Communicator (Both Oral and Written)
- Mathematical & English Abilities

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D Stewart

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S Adams

Date.....

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