



JOB DESCRIPTION

Job Title:	Contracts Administrator
Reporting to:	CSC/Administration Manager
Location:	Newry HQ

Job Purpose

Responsible for planning, organising, and controlling all administration activities including the preparation, communication, filing, and storage of all documents relating to the business.

Key Responsibilities

- Use all management systems to their full potential and ensure records are kept up to date at all times.
- Housekeeping of all information detailed within the company's management systems.
- Update records on a real time basis to ensure forecasting within the month is accurate.
- Accurate and timely actioning of month end submissions to enable performance monitoring.
- Timely and accurate processing of all purchase invoices and queries in a timely manner.
- Ensure company purchasing policy and procedures as adhered to.
- Process purchase orders as and when required.
- Production of client specific information to include certificates, reports, training/course materials and logbooks.
- Timely and accurate processing of Field Technician timesheets and paperwork to allow for payroll submission.
- Review and reconciliation of timesheets on Tesseract.
- Ensure WIP reports are regularly chased and updated through the use of the management system.
- Production of invoices in a timely manner to achieve monthly targets.
- Ensure that all invoices and relevant back up reach the client in accordance with SLA's and KPI's as set out.
- Follow business processes as set out and make team leaders aware of any non-conformances.
- Maintain all financial/mandatory records and ensure they are organised in a suitable way to allow easy retrieval.
- Provide support to the business in the production of performance results relating to both PPM and Reactive works.
- Deal directly with customers either by telephone or electronically in a professional manner.



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- Respond promptly to customer inquiries relating to the general administration function of the business including reports, certificates, and invoice enquiries.
- Ensure your phone duties are dealt with in a professional and polite customer service facing manner.
- Provide general administration support to the business as required including reception cover.

Essential Criteria

- 5 GCSE's to include Mathematics and English.
- Advanced IT Skills in MS Office particularly Excel
- At least 3 years' experience working as part of an administration team
- Able to work as part of a team and establish good working relationships at all levels.
- Able to work to tight deadlines and under pressure.
- Able to demonstrate excellent communication skills, both orally and written.

Full training will be provided.

Benefits: Paid Holidays, On-site Parking, Pension Scheme, Canteen Facilities, NHS Cash back plan, Long Service Awards, Employee of the Quarter Awards, Monthly Dress Down Friday.

HBE is an Equal Opportunities Employer and welcomes applications from all sections of the Community.

Please note that some of our roles may be subject to appropriate Access NI clearance