Job Description
Commercial Administrator

Job Description	
Job Title	Commercial Administrator
Location	Head Office, Dafen, Llanelli (with occasional visits to construction sites)
Salary	Negotiable dependant on experience
Hours of work	Monday – Friday 8.30am – 5pm (1-hour lunch)
Contractual Status	Permanent, full time. Subject to 6 months' probationary period
Role Summary	The Commercial Administrator will work alongside the Commercial Manager, Managing Quantity Surveyor and the wider commercial Team to provide all necessary administrative support.
Key Responsibilities, Task and Activities	Key responsibilities will include, but not limited to: • Maintaining registers of key contractual documentation. • Tracking key contract documents • Liaising with internal and external teams to ensure that all contractual documentation is fully signed and completed in a timely manner. • Undertaking quality checks on key contractual documents to ensure compliance with internal procedure and contractual requirements. • Supporting the commercial team in handling adhoc commercial and operational enquiries. • Supporting the commercial team in the co-ordination of meetings and the capture and issue of minutes in a timely manner. • Supporting the commercial team in the preparation and distribution of key contractual documents. • Working with the commercial team to maintain a comprehensive and effective electronic and hard copy filing system of contractual documentation for all projects. • Provide general administrative support. • Support the wider Morganstone team on general administration and answering telephones. • Support with Internal Department Audits
Person Specification	
Key Competencies	• Strong organisation and time management skills • Good level of communication skills, with the necessity to liaise with internal staff and external bodies • Ability to articulate yourself well, in a professional, coherent manner • Thorough, with a precise attention to detail • Patience, and the ability to remain calm in a dynamic, fast-paced environment • Flexible and willing to adapt to change

Experience/ Training/ Qualifications	**Essential** • Highly proficient in the use of Microsoft word, excel and PowerPoint • Ability to work independently and collaboratively with senior management and department leads. • Excellent written and verbal communications skills. • Excellent organisational and project skills. • Have a flexible approach and be willing to work with the wider team. **Desirable** Formal qualification in a relevant field.
Other	This job description is not exhaustive. It may be amended to meet the changing requirements of the organisation at any time after discussion with the postholder. All employees are required to be aware of their responsibilities towards health and safety and the dignity at work of their colleagues in the workplace.