

## Technical/Commercial Administrator Role Profile

Role Profile			
<b>Job Title:</b>	Technical/Commercial Administrator	<b>Reports To: (Job Title)</b>	Regional Director
<b>Department:</b>	Regional Office	<b>Responsible For: (Management of)</b>	NA
<b>Location:</b>	Galliers Homes Limited Regional Office, Shrewsbury		

### Who we are?

We have a reputation for providing quality new homes and exceptional customer experience. Every aspect of the location, design and specification of our homes is carried out with good attention to detail and the utmost care. In order to achieve this, we rely on the commitment and effectiveness of our employees. In return we provide a working environment that offers autonomy, support and opportunity. We have recently become a five-star builder; this means being a five-star employer.

Formed in 1993, we have grown to a business employing over 100 people with a turnover of £100m. We have ambitious, sustainable growth targets and by 2021 our aim is to achieve £150+m. Despite our growth, we remain true to our values - a family run business that promotes giving people real responsibility, acting on initiative and caring for the wellbeing of our employees. Our head office is in Chasetown and we have offices in Shrewsbury, Stratford-on-Avon and East Midlands.

### What will the role involve?

We are part way through an ambitious sustainable growth plan and are at the stage where we recognise the value to the business in appointing a Technical/Commercial Administrator to assist our Regional Commercial and Technical teams. This role will also provide a comprehensive range of high-quality administrative support within the regional office to ensure all aspects of day to day activities operate efficiently, effectively and consistently with our other regional offices.

The role will involve working closely with the Regional team to ensure deadlines are met in producing supporting documentation as required. You will be appropriately trained regarding our processes and procedures in order to support the business.

### Key Objectives/Responsibilities

- To manage the development of good administrative practice across the region including maintaining and developing procedures, records and systems
- Ownership and maintenance of drawing registers and issuing drawings
- Preparation of, and issuing relevant technical documentation to team and site personnel
- Arrange the necessary technical tests for plot compliance
- Ensure all payments are made to NHBC and service providers and tracked/monitored
- Ownership of site set up, including plot postal addresses
- Process both subcontract and material orders, including subcontract payments for the Commercial team
- Prepare tender documentation and issue to relevant parties
- Process sales extras and incentives
- General administration and filing for both department
- Work within the policies and procedures of Cameron/Galliers and apply consistent principles of diversity and equal opportunities

- Attend training as appropriate

### **What kind of person are we looking for?**

You will need to be proactive and possess flexible working skills to ensure both teams are adequately supported, whilst working to tight timeframes. You will need to display self-motivation and have the ability to diversify in this Regional role.

We are looking for an individual who is;

- Accurate, organised and methodical with high attention to detail and able to multitask
- Diligent with the ability to prioritise and display proactiveness in looking for alternative, more efficient solutions
- Able to produce high quality information to agreed timescales
- Able to work collaboratively and flexibly when supporting others and has confidence in their approach to communication, across all levels
- Experienced in the use of MS packages such as Word and Excel
- Able to understand and implement policies, procedures and legal requirements relating to the management of an office, including an understand of health and safety issues

### **How will your career develop?**

We will discuss with you how you want your career to develop and will provide the support you need. You will be setting objectives that will provide clarity and purpose and a development plan that provides the right level of development for you at your stage of your career. You will be joining a company that develops individuals careers, provides all the necessary support within a culture that has strong family values.

### **Our offer?**

You will be rewarded generously for your contribution, you will be paid a market rate salary and will receive an annual bonus based upon the Company meeting its targets. You will receive a benefits package that is competitive within the industry and receive all the training and development you need.

### **Equal opportunities**

Cameron/Galliers Homes Limited is committed both to promoting equality and diversity in the Company and to Equal Opportunities in employment. The Company believes in equality regardless of race or racial group (including colour, nationality, ethnicity, national origins) religion, caste or belief, age, disability, gender, gender identity, gender reassignment, sexual orientation, marriage and civil partnerships, surrogacy, adoption and parental rights. This includes any incidents of perceptive or associate discrimination and harassment.