



JOB SPECIFICATION

Job Title : Commercial & Sales Assistant

Ultimately reporting : Commercial & Sales Coordinator

Location : Head Office, Selkirk, Scottish Borders

Job Purpose

To provide day to day admin support within the Commercial & Sales Team whilst being the main point of contact between our on-site teams, clients and subcontractors on all commercial matters for the whole contract duration.

Job Profile

- Deal with sub-contractor & OCM commercial requests (phone & email)
- Deal with sub-contractor & OCM queries (phone & email)
- Preparation and issuing of all invoicing and monthly valuations / applications to customers.
- Preparation and finalise monthly dayworks for subcontractors.
- Issuing of Schedule of Rates documentation to sub-contractors.
- Handle general telephone and email queries in relation to the above.
- Any other administrative duties required by the Commercial & Sales Team.

Essential Skills:

- Self-motivated and positive attitude.
- Highly numerate and methodical with good attention to detail.
- Good communicator and confident to deal with clients, sub-contractors and on-site teams.
- Strong IT skills (able to learn FrameIT) and fully competent on Word & Excel.
- Able and willing work flexibly to 'get the job done'.

Contract Type : Full time, permanent

Location : Selkirk, Scottish Borders