



Contract Administrator

We are seeking an experienced Contract Administrator to join our project team based out of our Stockport Office.

The successful candidate will assist the project teams with all administrative duties from preconstruction to job completion.

Job Title:	Contract Administrator
Reporting to:	Contracts Manager
Location:	Alvanley Industrial Estate, Stockport Road East, Bredbury, Stockport SK6 2DJ
Contract Type:	Permanent (subject to successful completion of probationary period)
Working Hours:	Monday – Friday: 30 hours per week exact hours to be agreed
Remuneration Package:	£20,000 - £22,000 (depending on experience) Annual Profit Related Bonus Workplace Pension Accident and Life Cover (after successful probationary period)
Holidays	28 days including bank holidays <i>Sufficient days will need to be saved for the Christmas Shutdown</i>

About Us

We are a specialist civil engineering and highways contractor serving local and transport authorities throughout the North West of England. Our aim is to deliver sustainable projects within the North West, enhancing infrastructure and accessibility of communities, whilst minimising environmental impact and reinvesting locally.

With over 75 years of experience working on North West highway projects, we have gained a distinguished reputation for delivering hugely successful schemes. Our multi award-winning collaborative and proactive methods guarantee the best level of service for our clients.

The business provides a wide range of civil engineering and highway construction services, utilising its highly skilled internal workforce and a network of subcontractors. Its area of expertise lies in executing intricate and challenging projects, including but not limited to drainage schemes, intersection enhancements, and public infrastructure development.

The majority of our income, approximately 80%, is generated from extended framework contracts with local Northwest authorities, which typically span from 4 to 10 years. In addition, the company also serves House Builders and Tier 1 Contractors, carrying out S278 and S38 works on their behalf.

We thrive by working with our clients from early inception of the project to provide cost effective solutions. Additionally, we assist clients in preparing funding bids and provide initiatives in community engagement and methods of delivery.

Our Social and Environmental responsibility track record is exceptionally strong, surpassing our competitors on Quality Bids and Social Value Matrices. Our Clear Management controls and structure ensure efficiency, and as partners of Framework contracts, we have a sizable forward order book extending over four years.

Our projects are solely located within the North West of England, with most of our schemes within Greater Manchester or the neighbouring areas.

Key Responsibilities

- Assist the project team to compile the Construction Phase Plan.
- Obtain and save the Purchase Order / Letter of Intent / Contract Documents.
- Enter order onto Sage / Construct / George Cox Portal.
- Diarise monthly valuation deadlines / monitor valuations sent to accounts to raise application / invoice for payment.
- Weekly Cost Sheet management – add the labour / vehicles / materials / fuel use / sub-contractor costs.
- Extract material from yard logs and allocate on cost sheet.
- Check and authorise time sheets on George Cox portal.
- Raise and issue sub-contract orders.
- Collect delivery tickets, match with invoices, check all costs are accounted for on time sheets.
- Assist in extracting Sage information to enable Monthly check of Sage against Cost sheets for costs/invoices to ensure all project cost are captured.
- Produce monthly / periodic Sage reports.
- Maintain cost sheet summary for each contract on a weekly basis.
- Issue KPI information, H&S stats and people hours to the client where required.
- Assist in the preparation of reports to support the business centre reviews.
- Assist Site Managers in keeping accurate and up to date records.
- Assist in Collating and produce the O&M manual .
- Request Substantial Completion Certificate (SCC) – Monitor / issued by Contracts Manager.
- Substantial Completion Granted (SCG) certificate – Monitor / issued by Contracts Manager.
- Assist in collating information for the Quality Internal Audits
- Assist in collating information for the Social Value

Essential Skills

- Experienced office administrator
- Good MS Office/ computer skills
- Good team player
- Ability to work under own initiative
- Full UK driving licence

Desirable Skills

- Knowledge / Experience of Construction industry
- Experience drawing up financial reports

How to Apply

Applicants can apply by sending a CV with a covering letter to hr@gcox.co.uk