



## Commercial Assistant

### The Company

George Cox & Sons Ltd are a North West based civil engineering and highways contractor with over 70 years' experience in the industry. The company has experienced a period of sustained growth built upon its long-term framework contracts, and negotiated projects. This is mainly as a result of its reputation for quality cost effective solutions, delivered in a friendly collaborative manner.

The fourth-generation family business has a strong ethos of personal and professional development, coupled with a commitment to the communities it works with through its own, George Cox Foundation. The positive approach has been recognised in recent industry awards for collaborative working, project of the year and Stockport large business of the year.

### The Job

<b>Job Title:</b>	Commercial Assistant
<b>Contract:</b>	Permanent (subject to completion of a 3-month probationary period)
<b>Location:</b>	Head Office, Hall Lane, Farnworth, Bolton BL4 7QF
<b>Working Hours:</b>	37.5 hours per week Monday – Friday: 09:00 – 17:00 or 08:30 – 16:30 (30 min unpaid breaks)
<b>Holidays:</b>	35 days including bank holidays <i>7 days are to be taken at the Christmas Shutdown</i>
<b>Remuneration Package:</b>	£18,000 - £22,000 per annum (depending on experience) Profit Related Bonus Workplace Pension

### Candidate Skills

#### Essential

- Previous experience in a supporting administration role.
- Able to work to deadlines, whilst maintaining a high level of accuracy .
- Working knowledge of MS Office.

#### Desirable

- Knowledge of the construction industry
- Experience of ordering materials
- Experience of dealing with invoices and supplier queries
- Able to produce management reports

#### Personal Qualities

- Energetic with a desire to learn and progress
- Team Player
- Ability to use own initiative
- Efficient and organised

#### Development Opportunities

A personal development plan will be agreed involving both internal and external training. Setting goals to achieve career aspirations.

## Roles & Responsibilities

- Answering calls from suppliers and sites
- Inputting plant and materials orders onto database
- Updating systems with various plant hire paperwork
- Checking and authorising invoices against purchase orders
- Querying supplier invoices
- Maintaining supplier query information
- Reconciliation of supplier queries and accounts department at end of each month
- Inputting yard stock information against database
- General administration duties as required
- Monitor electronic portals for tender enquiries
- Downloading and printing all tender documents and drawings (keeping up to date with clarifications)
- Ring up clients and chase up enquiries
- Various reports inc vehicle tracking
- Type up and send out minutes for meetings
- Input cost sheets into new cost sheet database (Access Data input)
- Maintain sub-contractor database – chase up insurances and other info

## How to Apply

If you wish to apply, please submit your CV with a brief covering note to:  
Lisa Macardy, Office Administrator - [lisa.macardy@gcox.co.uk](mailto:lisa.macardy@gcox.co.uk)

*George Cox and Sons Ltd are an equal opportunities employer*