

Job Description

Commercial Assistant



Job Title	Commercial Assistant			
Business Unit	AmcoGiffen St Albans			
Position Reports To	Operational:	Senior Commercial Manager	Functional:	Senior Commercial Manager
Direct Reports	None			
Authorised To Liaise With	Internal Departments, Client Representatives, Suppliers & Sub Contractors and Other persons, as authorised, to achieve contract objectives.			

Role
<p>The primary purpose of this role is to assist with the provision of:</p> <ul style="list-style-type: none"> Support and assistance to the Senior Commercial Manager and wider Commercial team
Key Tasks & Responsibilities
<p>The key tasks of this role include but are not limited to:</p> <ul style="list-style-type: none"> The accurate preparation of monthly interim applications for Payment Collation and preparation of monthly CVR documents Assisting with the administration of contracts using various online CAMS (Contract Administration Management Systems) Assisting with the update of various project spreadsheets including valuing of works from site reports General administration duties to support the senior Commercial Manager and wider Commercial team Assisting with general administration duties to support the Senior Commercial manager and wider Commercial team Assisting with the development of commercial templates Maintain and update commercial templates as required, including weekly whereabouts for the Commercial and Planning teams Liaise with the project teams as required to obtain relevant commercial information Attend meetings as required to support the commercial works activities Reasonable ad hoc duties as requested by and in the best interest of the Senior Commercial Manager and the commercial team

Person Specification
<p>Candidates for this role must be effective team players and should meet the following criteria:</p> <ul style="list-style-type: none"> Be able to think proactively and challenge ideas Have an understanding of Commercial Principles and be keen to develop this knowledge through the reading of contracts and asking questions Have good communication, interpersonal and organisational/accuracy skills Be IT literate in MS Office applications

Educational/Professional Qualifications	A levels (minimum), HND or degree
CSCS Requirements	N/A
H&S Requirements	General H&S awareness
Any other requirements	N/A
BIM Responsibilities	As per the contract specific BIM Roles and Responsibility Matrix

Job Description
Commercial Assistant

AMCO·GIFFEN
