

Job title:	Contract Administrator Part Time
Department:	Contracts Central Div 38
Reports to:	Contract Manager
Responsible for:	N/A
Location:	Hillingdon
Hours of Work:	20 hours per week
Closing date:	

Our values:

We are part of the Terberg Environmental Group that has roots going back to 1869, part of the larger Terberg Group that is still family-owned. With family values at our core, we operate honestly and with integrity. We aim to represent our core values in all areas of our work. Our core values are: Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



Job Purpose:

To provide support to the Contract, administration duties, to control all documentation required for the Contract and to be able to become a key member of the team within the depot.



Main Duties and Responsibilities:

You'll be responsible for the day-to-day administration duties of the contract, this will include adding times to Avante, closing jobs in both systems, checking the details on Job cards, may include visiting other sites to help with their admin, raising PO chasing and closing PO.

Quality & Environmental Responsibilities:

Responsible for the management, compliance and upkeep of the quality & environmental procedures, records, and documents relevant to the role.

At Dennis Eagle we are proud to be an equal opportunities employer and a disability confident organisation. We are committed to fostering an inclusive workplace where diversity is celebrated. As part of our dedication to creating a supportive environment, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. We invite you to engage in an open conversation with us about how we can best support you and ensure that your unique skills and talents are recognised and valued. Your success is integral to our collective growth, and we look forward to working together to create a workplace that empowers everyone to thrive.

If you have any queries or would like to apply for the role, please contact the Recruitment team recruitment@dennis-eagle.co.uk



Criteria		(E)ssential / (D)esirable
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Knowledge		
• Processing job cards and invoices		E
• Using a fleet system		D
• Using a computer system		E
• Clerical experience		E

Experience		
• Admin Duties in a workshop		E
• Raising and closing POs		E
• Processing Time sheets		D
• Microsoft package		E

Education / Qualifications		
• GCSE or equivalent in Maths and English		D
• Microsoft Excel		E
• Microsoft Word		E

Job-related skills & abilities		
• Job Telephone manner		E
• Ability to communicate with others effectively		E
• Attention to Detail		E
• Run and understand WIP reports		D

Other requirements		
• Able to go to other sites if needed		E
• Help with the stock take		E
• Must be able to attend training if required		E
• Overtime if required		D

Please note that you may be asked to carry out tasks other than the above that are deemed by your manager to be appropriate, reasonable and within the remit of your role. You will be expected to carry out these ad hoc tasks as requested.

Employee name _____ Employee signature _____ Date _____

Manager name _____ Manager signature _____ Date _____

