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| Job Title: | Technical Contract Administrator | | | |
| Department/Group: | Mechanical | **Reports to:** | Contract Manager | |
| Location: | Campsie | Travel Required: | No |
| Level/Salary Range: | £Negotiable | Position Type: | Part-time |
| Date Posted: | 08.09.21 | | | |
| Posting Expires: | 24.09.21 | | | |
| Applications Accepted By: | | | | | |

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| Email: [recruitment@precisiongroup.co.uk](mailto:recruitment@precisiongroup.co.uk)  Subject Line: (Job Title) | Mail: Recruitment  Precision Group  28 Campsie Ind Estate  Derry-Londonderry BT47 £XX |

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| Job Description |
| Precision Group have been providing professional, managed services and innovative solutions to customers across the UK & Ireland for almost 40 years.  We offer a diverse range of services including Facility Support, Building Services, Engineering and Industrial Support together with Environmental Solutions & Waste Management.  We have an exciting opportunity for an organised and customer focused individual to join our team as a Technical Contract Administrator. Working within our mechanical team you will support our employees and contractors.  This is a role playing a key part in the smooth running of the team, via email and over the telephone to deliver a first-class customer service. Role and Responsibilities  * Inspect and qualify contractor invoices and work reports. * Allocate works to staff and contractors. * Work with suppliers to resolve issues and enable the delivery of accurate and timely documents to customers. * Utilise the asset management software to produce and monitor contractor work schedules. * Technical knowledge is not required as training will be provided although experience of working in a mechanical related field would be an advantage.  Qualifications and Education Requirements  * A comprehensive understanding of Microsoft Office, particularly Excel. * Relevant experience of contract support, preferably within a Mechanical or Facilities Management environment. * A flexible proactive approach to work and manage varying workloads, work under pressure and meet deadlines. * Ability to establish and build positive working relationships at all levels Ability to use own initiative, drive and commitment to deliver what we promise. * Excellent communication skills.  Additional information Hours of work: 20-25 hrs per week |