

## Aspire Job Description

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Job Title: COMMERCIAL ADMINISTRATOR POSITION ID: COADM039  
 Entity: ASPIRE DEFENCE SERVICES LIMITED (ADSL)  
 Location: Tidworth  
 Reports to: Head of Commercial  
 Key Purpose of the Role: The Commercial Administrator is responsible for ensuring the efficient and professional delivery of administrative processes to support the day to day running of a busy commercial office and the Commercial Team. This includes, but is not limited to, administration, contractual documentation and correspondence, management of data, maintenance of contract trackers, preparing reports, and contractual archiving.

Key Responsibilities:

- Work as a member of the Commercial Team by maintaining administrative processes and procedures to support the department. Tasks include but are not limited to document management, contractual documentation and issuing contractual correspondence.
- Prepare and maintain commercial files to include compiling reports from information provided by the Commercial Team and recovered from databases.
- Carry out document management and filing for the department, including systematic archiving of contractual data.
- Accurately maintain contract trackers ensuring data is kept up to date at all time.
- Act as a focal point of contact for the Commercial Team to receive incoming enquiries and either handle or forward to the Commercial Managers as appropriate.
- Assist the Commercial Team with Contract Changes/Compensation Events when requested.

Qualifications: Desirable:

- Office Administration qualification
- Commercial/Legal qualification

Experience & Knowledge: Essential:

- Advanced Excel, MS Word
- Proven experience in Office or Commercial Administration
- Experience in a Commercial or project environment

Desirable:

- Experience of working on a large scale PFI or Facilities Management contract
- Experience of working in a busy office environment

Skills:

- Excellent organisation and communication skills, both written and spoken.
- Attention to detail and accuracy.
- Ability to communicate effectively at all levels.
- A high degree of personal initiative, responsibility and commitment, coupled with integrity and enthusiasm in a potentially stressful environment.
- Ability to maintain a high level of confidentiality.

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- Ability to cope with urgency, pressure of work, prioritising and to remain flexible within a rapidly changing environment.

Date: 18 August 2017