

## Job Description

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| <b>Job Title:</b> Contract Coordinator |
| <b>Reports To:</b> Contract Manager    |

### Job Summary

To provide on-site contract support and administration assistance to Contract Manager and the team. You will be based in our office in Fareham.

### General Duties:

- Manage concept to client and Platinum Facilities requirements
- Raise PO requests
- Send PO's to suppliers
- Chase suppliers for Contract related paper work e.g. RAMS and Report sheets
- Keep filing systems up to date
- Collating timesheets and issuing to Head Office
- Collating and preparing information for monthly applications on extra works
- Prepare Monthly Report details
- General admin support as required to team
- Provide SHEQ administration assistance to contract
- Update schedules and planners following any changes
- Ensure that quote schedules are kept up to date
- Provide support in the preparation of quotes
- Verification of supplier /specialist invoices/costs
- General admin duties for filing, post, queries etc.
- Arrange Holiday and Sickness Cover/Records
- Answer Telephones
- Diary Management

### General:

To be a 'team player' within the office and assist with:

- Answering the telephone and taking messages
- Helping provide refreshments when necessary
- Printing/Photocopying/Faxing
- General office duties and helping colleagues, as and when necessary, especially to meet deadlines
- Contribute effort towards Company Vision and Mission and observe Company values when actioning your objectives

### Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members

- Recognise people's needs for alternative methods of communication and respond accordingly

**Personal/Professional Development:**

The post-holder will participate in any training programme implemented by the Platinum Facilities as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Equality and Diversity:**

The post-holder will support the equality, diversity and rights of colleagues to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Company procedures and policies and current legislation.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

**Quality:**

The post-holder will strive to maintain quality within the Company, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Effectively manage own time, workload and resources

**Health & Safety:**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Platinum Facilities Health & Safety Policy, to include:

- Using security systems within the workplace according to Company guidelines
- Identifying the risks involved in work activities and understanding such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills
- Reporting potential risks identified.

**Confidentiality:**

- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information. All such information from any source is to be regarded as strictly confidential.
- Information relating to the Company may only be divulged to authorised persons in accordance with the Company policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**Note:**

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.