



ROBINSONS

Grow • Respect • Inspire • Trust • Deliver

JOB PROFILE & INFORMATION PACK

COMMERCIAL ASSISTANT



ROBINSONS GROUP
RECRUITMENT DEPARTMENT
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COMPANY OVERVIEW

Robinsons is a family-run manufacturing and construction business, working throughout the UK on Industrial and Agricultural projects. Robinsons' Head Office is based in Lockerbie, with an additional office in Cheshire. We are passionate about empowering our employees, supporting our local communities, and having a positive impact on our ever-changing environment. Sustaining these family values as we continue to grow is one of our main aims.

OUR VISION

To build a prosperous and sustainable future for our employees and customers alike; integrating our strong family values into the business creating a safe and supportive future for generations to come.

OUR VALUES

GROW	
	<i>We consistently strive to be the best in the industry, keeping health & safety at the forefront of our work and exceeding expectations, all while developing our workforce sustainability.</i>
RESPECT	
	<i>We value the contributions, views, and interests of others within and out with our company and treat all equally with dignity.</i>
INSPIRE	
	<i>Our team will lead by example and build a future for the next generations – 'Building Your Future'.</i>
TRUST	
	<i>We strive daily to establish and maintain excellent working relationships with our clients & customers and the local community.</i>
DELIVER	
	<i>We promise to deliver exceptional quality, with a friendly, first-class service, on time, every time</i>

JOB DESCRIPTION

Position:	Commercial Assistant
Reporting To:	Commercial Coordinator
Location:	Lockerbie
Contract:	Part-Time, Permanent
Hours of Work	Up to 24 hpw
Salary:	Competitive
Job Reference:	ROB-GRP-003
Closing Date:	16/04/2021 at 5 pm

PURPOSE OF ROLE

The role of Commercial Assistant will support the Commercial Coordinator and members of the Management Team with the administration of multiple, live projects and assist with tasks relating to the commercial operations of the company.

DUTIES & RESPONSIBILITIES

The key duties and responsibilities of this position include, but are not limited to:

- To provide general administrative support to the Commercial Coordinator and will work in conjunction with the Managing Director, Commercial Operations Manager & Contracts Managers as required taking responsibility for delegated commercial functions.
- Issue Health & Safety Subcontractor Questionnaires and maintain the subcontractor register.
- Assist with collating work reports and information for budgeting and tracking payments.
- Liaise with clients to ensure timely payment of applications and invoices.
- Process scheduled transactional tasks accurately, and in line with agreed timescales.
- Assist in the assessment of claims to our clients, preparing and gaining authorisation of payment requests to subcontractors and maintaining various commercial trackers and records.
- Work collaboratively with various company divisions and departments to achieve shared goals and individual goals.
- Prepare payment applications.
- Ensure commercial updates are made as required to databases and reports.
- Undertake additional duties as required.

PERSON SPECIFICATION

Essential Criteria:

- Previous experience within a similar position with a strong administrative background.
- Computer literate and proficient in the use of Microsoft Office software.
- A team player and able to work with minimum supervision at times.
- Ability to manage time well to meet frequently changing demands.
- Exceptional communication and organisational skills.
- Great attention to detail and problem-solving mindset.

Desirable Criteria:

- Previous construction knowledge.
- Experience in delivering high-quality customer service.
- Knowledge and experience of Sage Accounts.

EMPLOYEE BENEFITS

Robinsons values its employees and the contribution they make towards our organisational goals and success. In return, as an employee, you will be able to enjoy a wide range of benefits available to you.

- 28 Days (pro-rata) Holiday Entitlement (inc. Bank & Public Holidays and Christmas Shutdown).
- Holiday Buy & Sell Scheme
- Workplace Pension
- Flexible Working
- Recognition & Loyalty Schemes
- Employee Assistance Programme (EAP)
- Employee, Friends & Family Discount Card for the FarmFit Shop
- Training & Development Opportunities Relating to the Role.

HOW TO APPLY

If you believe you have the right skills and personal qualities, please apply with a cover letter and CV to recruitment@robinsons-group.com.

Your Application: All applicants will receive an application confirmation email. If you do not receive an email within three working days from the application date, please contact us on the number provided below. For informal queries relating to this position, please contact our recruitment team on 01576 228 888.

GDPR & DISCLAIMER

We encourage applicants to read our Recruitment Privacy Policy, this is available on our careers page of the company website. This document is subject to change as the demands of the business and as the role, develops. The role requires flexibility and adaptability. All company employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.