

# Job Specification - External



<b>Job Title</b>	Contract Administrator
<b>Department</b>	Aaron Services
<b>Location</b>	Boston
<b>Reporting to</b>	Contract Manager

## Role Overview:

Aaron Services Ltd is one of the UK's leading specialists in Heating Repairs, Maintenance and Installations. As part of their continued expansion they are looking to recruit conscientious and enthusiastic individuals that have pride in producing work to the highest quality to compliment their existing team.

## Job Specification

### Qualifications and experience:

- You will need the ability to liaise and communicate effectively with various levels of management.
- Have an excellent telephone manner
- The ability to handle highly confidential information, with high commitment and good attention to detail is very important.
- The ideal candidate will have experience and be proficient with Microsoft packages, IT systems and databases and possess strong organisational abilities.

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## Responsibilities:

- **Planning and distribution of the day to day works**
- **Liaising closely with all employees whilst ensuring that all works are allocated in a timely manner,**
- **Meeting and surpassing the Clients requirements.**
- **Collating information of works upon completion**
- **Ensuring the cascade of information is both accurate and timely.**
- **Ensure up to date and accurate records are both produced and kept via the appropriate mediums in a timely manner.**
- **Plan the day to day works of the Heating Engineers, Multi Skilled Trade Persons, Electricians, Plumbers and Apprentices and distribute / communicate the work accordingly.**
- **Liaise with the other Contract Administrators and Supervisors**

## Necessary skills and abilities:

- **If you are interested in this fantastic opportunity, please send your CV TODAY!!**