

Title of Position:	Contracts Administrator – M&E
Based at:	Head Office
Reporting to:	Senior Contracts Supervisor
Working Relationships:	Colleagues, Clients, Suppliers

About Us

Established in 1759, Sykes & Son Limited is the UK’s oldest independent building contractor. Trading for over 260 years, Sykes has evolved from a small specialist contractor – a glazier, plumber, decorator, and small builder – into a medium sized, multi-discipline contractor with an annual turnover of £30m.

The company has three main workstreams: Building, Mechanical & Electrical and Maintenance. This diversity of self-delivered services allows us to offer a “one stop shop” solution to our clients. Furthermore, we have the flexibility to carry out minor works through to multi-million-pound projects.

We are incredibly proud of the part that we have played in restoring, building, refurbishing, and maintaining our capital’s heritage over the years. From royal palaces to world renowned museums, galleries, and universities, we continue to forge long-term working relationships at London’s finest buildings.

Role Summary & Purpose

To ensure all administrative processes and procedures are carried out effectively and correctly as per contract requirements.

Sykes & Son Limited have a term contract to carry out minor M&E works projects on behalf of the City of London, we are looking for an organised, conscientious and hard-working administrator to join our contract delivery team. Some experience within the construction industry and/or commercial industry would be advantageous.

Key Responsibilities and Duties

- Provide administrative support to ensure that the contract requirements and processes are met
- Support on the development and publishing of customer monthly reports
- Setting up project data on dedicated database in accordance with the business requirements, ensuring all relevant data is inputted and managers are aware.
- Setting up of new project folders on the relevant systems, ensuring all relevant data is transferred from the opportunities data base
- Assist with the issuing of PPQs to set up new suppliers and specialists
- Updating job status details on the dedicated database
- Managing project status on dedicated database ensuring relevant Contract manager updates their project status on a weekly/monthly basis
- Run and issue management information via reporting tools to assist the senior Ops Manager and Contract managers' report internally & externally on contract / project performance.
- Support in the costing and invoicing process to ensure that interim & final accounts are collated and invoiced to the client in a timely manner. Act as a key liaison between finance and the client for invoicing submissions
- Support to Finance in general debt management, providing data as necessary to ensure prompt payment.
- Collation and preparation of information for client meetings
- Preparing ad-hoc reports on projects as required.

Skills required for the role	Essential	Desirable
Previously worked in and administration role, preferred experience within a small construction business	X	
Must have good knowledge of MS applications, particularly Word and Excel	X	
Experience of working with financial software (MS BC experience an advantage)	X	
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Able to form good relationships with multiple managers to assist and obtain relevant information as needed.	X	
Must be punctual and well presented.	X	

Personal Attributes	Essential	Desirable
Qualifications	No specific qualification	
Education needed for this role	Good general level of education	
Training needed for this role	IT Training	
Experience needed for this role	Minimum 2 years' experience in a similar financial or administration role.	Experience in construction or M&E Projects business.
Personal attributes needed for this role	<ul style="list-style-type: none"> • Friendly • Approachable • Organised • Ability to multitask • Good Communication • Ability to form good working relationships 	
Aptitude needed for this role	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills. 	
Skills needed for this role	<ul style="list-style-type: none"> • Excel • Word • Internet • Outlook • Financial systems (MS Business Central) 	

Benefits
<ul style="list-style-type: none"> • Life Assurance • 25 days annual leave + 8 Bank holidays • People's Pension Scheme (EE 5%, ER 3%) • Cycle to Work Scheme • Access To Mental Health First Aider • Refer a Friend to Work Scheme • Discretionary Bonus • Professional Development • Occupational Health Support • Employee Assistance Program

If you are interested in this role, please email your CV to careers@sykes1759.co.uk