

Example of Commercial Administrator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of commercial administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for commercial administrator

- Schedules loan closings with customers, engages attorneys when applicable
- Answers questions regarding closing requirement
- Assist with pricing of works orders – Highways & Street Lighting
- Take completed works orders from operations, enter works information onto Mayrise incl
- Liaise with agents to maximise value capture
- Maintain payroll records and assist in the weekly payroll process for weekly paid staff including checking and entering timesheet information and ensuring that payroll records are completed on time
- Liaise with central training team to book training
- Cross train with tasks carried out by Contract Administrator
- Be educated to A-Level standard, with minimum of 5 GCSEs (A-C Including Maths & English)
- Have experience of administrating agreements for key sub-contractors and suppliers

Qualifications for commercial administrator

- 2-3 years' experience as a Loan Processor or equivalent level of education strongly desired
- Personal leadership the ability to build strong collaborative relationships with others

innovative and flexible company

- Considerable knowledge of commercial real estate lending including letters of credit, tax credit transactions, borrowing base lending, multi-phased construction, and transactions secured by multiple collateral properties
- Considerable knowledge of commercial real estate finance, law, documentation, accounting and data systems
- Ability to set boundaries with key stakeholders