

Example of Commercial Administrator Job Description

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Our innovative and growing company is hiring for a commercial administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for commercial administrator

- Be confident on MS Excel
- Excel follow-up connected to SoM competitors
- Input progress on valuation system
- Assist in preparation of sub-contract accruals
- Produce spread sheets for the back-up for the order procedure
- Place orders and input prices and descriptions onto the Companies Information
- Check invoices against orders order numbers, quantities and descriptions
- Assist in the production of weekly and monthly reports both internal and external
- Assisting with the creation of tender/proposals and project documentation
- Assisting with the production of intercompany contracts

Qualifications for commercial administrator

- Lawyers or legal background preferred
- Bachelor Degree in QS or Engineering
- Experience with designing, deploying, operating, trouble resolution and supporting recommended
- Working experience with Remedy ticketing system, Sales Force and Granite is preferred but not required

- Assisting with the creation of project revenue forecast, month end financial adjustments, project variation orders and sales invoices