**Commercial Administrator – Maternity Cover**

There is a fantastic opportunity for an honest, reliable and enthusiastic Commercial Administrator to join our growing Commercial Team.

We are currently looking for an individual with strong administrative and organisational skills, ability to multi task and be able to prioritise workloads.

The successful candidate will be expected to deliver efficient, customer focussed, professional administration support to the Commercial department with particular emphasis on the payment of sub-contractors and site data preparation.

**The Role:**

* Take ownership of the development and management of the Exit system
* Become the reference point for all internal and external parties regarding options.
* Ensure all orders are processed within agreed timescales and distributed to all parties in the correct format
* Ensure all administrative and reporting requirements are met according to company policies and agreed time frames.
* Smooth delivery of options on site within agreed timescales to ensure good Customer Service is achieved
* Maintain all supplier/subcontractor costs and selling prices.
* Liaise with sales and assist with the production and maintaining of Regional Options brochure to provide sales executives with current product information.
* Undertake management of payment queries/disputes
* Contribute to the development of Options including product availability and profitability
* Assisting the Commercial department in administrative processes.
* Provide cover for other Commercial Administrators when required.
* Undertake specific tasks as requested by the Commercial Director
* Make tea/coffee for meetings
* Provide cover for reception duties if required

**The Person:**

* Functionality of the Exit System
* Extensive knowledge of Options and Show Areas
* Previous experience in house building industry
* Full UK driving licence and the ownership of a carCommunicate well and collaborate
* Be well planned and organised
* Set clear professional standards
* Develop good relations and act with integrity
* Be passionate about customers

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**