**Commercial Administrator (Maternity Leave Cover)**

This is a Temporary Position for Maternity Leave. The aim of the role is to deliver efficient, customer focused, professional administration support to the Commercial department with particular emphasis on the payment of sub-contractors and suppliers

**The Role:**

* Raise payment batches and draft certificates for sub-contractors.
* Raise variation orders and process variation payments.
* Assist with purchase ledger payment queries.
* Record and process contractor and supplier contra-charges.
* Support the works order requisition process.
* Ensure Sub-contract and supplier information is correct.
* Support order raising for both sub-contractors and suppliers.
* Support the management and operation of the customer options system.
* Issue and receive material stock takes on a monthly basis.
* Assist with subcontract and material tender enquiries.
* Any other duties as required to meet the needs of the business.

**The Person:**

* Organisational/Administration background.
* IT literate including MS Word, Excel and Outlook (COINS system preferred).
* Worked in a time critical environment.
* Worked in a team environment ideally within Commercial or Finance.

**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.**