



Job Title	Contracts Administrator
Date Reviewed	February 2019
Responsible To	Contract Team Leader
Responsible For	None
Location	Maidenhead Office

Business Profile

AVK are the UK's leading provider of critical power systems and maintenance that guarantee your power. For 30 years we've been supplying UPS systems and standby diesel generators providing our clients with reliable back-up power solutions for their mission critical services & systems.

We are trusted by many of the UK's largest Data Centre operators, Finance & Banking providers and Telecommunications companies to design, install and maintain 100% power integrity by providing diesel generators, uninterruptible power systems, switchgear, protection relays and turnkey solutions.

AVK specialise in all aspects of the design, planning, implementation and on-going maintenance of critical power systems. We provide solutions for standard or bespoke applications, with UPS systems ranging in size from 1kVA to 800kVA to standby diesel generation ranging in size from 5kW up to 3MVA and covering all project sizes from £1k up to £30m. Our extensive and growing client base reflects our highly regarded reputation for both quality and service

Role summary

The Contracts Administrator function is responsible for ensuring our customers experience a first class service with prompt and timely contract maintenance. The incumbent will be expected to undertake a variety of duties in conjunction with the service sales and delivery team to ensure a polished end to end experience. This role has responsibility for quality, process and the high standards our customers expect.

Responsibilities

	Monitor current service maintenance contracts, tracking duration of contract and remaining term
	Where necessary enter into dialogue with customer to secure contract renewal
	Refer contract renewal to the allocated Service Sales Executive when contract renewal has not been renewed or customer requires reduction in costs for negotiation
	Ensure all relevant purchase orders are received prior to contract renewal commencement and uploaded to SME accurately
	Load and build all new and renewed contracts on the SME system
	Complete the Contract Renewal Form to ensure all contracts are fully invoiced and all planned maintenance visits are carried out.
	Raise and issue purchase orders to third party suppliers
	Preparation of quotations via SME through to invoicing for T&M works and contract quotations.
	Assist Service Sales Executives where necessary to secure maintenance renewals and new contracts
	Build and maintain excellent relationships with across the AVK business and our customer base



	Completion of basic tenders where required and sub-contractor request forms
	Provide proactive updates to customers and internal team members on ongoing works and contracts where necessary
	Provide training on SME to team members where required, updating internal procedures and SME processes on a regular basis
	Any other reasonable tasks and responsibilities as may be deemed necessary in support of the operations of the company and other employees identified by the Line Manager
	Where required prepare and issue renewal terms to existing customers ensuring, where possible, an agreed annual value uplift is secured
	Follow-up renewal contracts to facilitate signed contract return prior to expiry of existing contract
	Create/set-up T&M non-contract customers on SME

Person specification

Key skills and knowledge	Desired/Essential
Excellent written and verbal communication skills	Essential
Accurate typing and data entry skills	Essential
Attention to detail with a methodical and organised approach to workload	Essential
A systematic approach to problem solving	Essential
Contract and tendering exposure	Essential
Be adaptable and confident under pressure	Essential
Experience of shipping and invoicing	Desired
Car owner/driver	Desired

I accept the job description for the position of Contract Administrator and agree with all items listed. I further accept that I may be asked to undertake duties and actions not contained in this job description to ensure the continued success of the business

Signed _____

Date _____

Name _____