

## Commercial Assistant

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Company: Skanska

Location: United Kingdom

Category: other-general

**Description and requirements**  
Skanska, one of the world's leading project development and construction groups, is an inclusive and responsible business that is helping to build a better society. We provide a complete facilities management solution for the Ministry of Defence Northwood HQ site in London. We provide all non-military support on-site, which includes everything from transport management to ground works and mechanical and electrical engineering. Our in-house team of experts provides a range of mechanical and electrical engineering services at the main headquarters of the Ministry of Defence in London. We have also delivered a range of capital works and lifecycle renewal projects, all within a complex, highly secure environment. We are looking for a Commercial Assistant to join our building services team at our MoD site in Northwood.

The purpose of this role will be to assist with the organisation and administration of commercial and financial aspects on the project. The Commercial Assistant will be required to support with co-ordinating the flow of documentation and processes adhering to Skanska procedures in relation to supply chain payments, invoicing, procurement and reporting in order to maintain commercial governance standards.

**You'll:**

- Review, validation and obtaining approval of any invoices and ensuring payment of any valid invoices is made in accordance with the Fair Payment Charter
- Update appropriate financial trackers
- Prepare ad-hoc commercial reports required by the Senior Commercial Manager
- Assist when required in preparation of any periodic information e.g. Not-passed and Aged debt reports
- Update the electronic storage folders systems to allow hard copy information to be stored

electronically. </li><li> Carry out General office/administration duties </li><li> Support Procurement Manager with compiling tender documentation, updating procurement plans and analysing actual cost against forecast. </li><li> Inform the Senior Commercial Manager of any recurring commercial issues, if necessary, escalate </li><li> Carry out tasks as per the schedule of Commercial Administrator Tasks (Note the list is not exhaustive and may change from time to time) </li><li> Ensure all the contracts are signed via DocuSign. </li><li> Liaise with supply chain to chase tenders, insurances, signed contracts and any correspondence may require. </li><li> Complete requests documentations and uploading in ERP system. </li></ul><strong> We are looking for: </strong> <br><ul><li> Experience of working in a Financial environment with understanding of commercial processes </li><li> Experience of Oracle or equivalent </li><li> Good communication skills </li><li> Good organisation skills </li><li> Experience of working directly with client representatives </li><li> Good computer skills including use of Microsoft Office, in particular excel to be at an intermediate level </li><li> Adopt digital tools to improve project performance </li><li> Data interpretation and reporting </li></ul><strong> Equal opportunities </strong><br><br> We thrive through embracing differences, whether they be social backgrounds, ethnicity, disability, gender identity or expression, age, religion, sexual orientation and any other protected characteristic - we know that diversity opens a rich potential for new ways of thinking, helping us to build successful and high-performing teams. We call it Naturally Skanska. <br> <br><strong> Flexible working </strong> <br><br> We welcome you to ask about flexibility at interview stage and we will explore what is possible for the role. <br> <br><strong> Reasonable adjustments </strong> <br><br> We would like you to perform at your best at every stage of our recruitment process. Please contact us using [recruitment@skanska.co.uk](mailto:recruitment@skanska.co.uk) if you require any adjustments that would support you throughout your application. <br> <br><strong> More information about the role </strong> <br><br> Please note this is an advert for our job vacancy, and therefore may not be inclusive of all assigned duties, responsibilities, or aspects of the role described, and may be amended at any time at the sole discretion of Skanska. For a full role profile, please contact us: [recruitment@skanska.co.uk](mailto:recruitment@skanska.co.uk) <br> <br><strong> Closing date </strong> <br><br> The closing date for this vacancy may be subject to change any time at the sole discretion of the business.

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