

Junior Contracts Administrator

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Company: Impression Recruitment

Location: United Kingdom

Category: business-and-financial-operations

Impression Recruitment are pleased to be representing our client in Harrogate who are currently seeking a **Junior Contracts Administrator** to join their business on a full-time, permanent basis as a result of their consistent year-on-year growth. The great thing about this role is that you don't need any specific experience to be considered; the main qualities you'll need to possess are strong administrative and organisational skills as well as a willingness to develop and learn skills in order to make a positive impact within a business that offers an excellent career path.

As a successful **Junior Contracts Administrator** your duties will include:

- Drawing up new contracts and contract extensions for clients and contractors

- Ensuring compliance and legislative requirements are upheld

- Efficient and accurate collation of data for reports including data management

- Being the point of contact for clients, assisting with queries and chasing outstanding documentation

- Resolving outstanding queries and ensuring contractors/clients are ready for payment/invoicing

- Understanding and a good knowledge of company procedure and process

Escalating to management any business that comes to your attention outside of company policy

Looking for continuous improvement opportunities around compliance and process

Working to the business service level agreements

Any ad hoc administrative duties as required

Skills/qualities required:

Detail and precision orientated, previous experience in administration

Quick learner with a passion to develop new skills

Good literacy and numeracy skills, competent in the use of Microsoft Office

Ability to work on own initiative and with limited supervision at times

Strong customer service and organisational skills with the ability to prioritise workload

Willing to go the extra mile

Ability to drive things forward and work to tight deadlines

In your position as **Junior Contracts Administrator** you will receive a salary **£23,000 - £25,000** per annum with the potential to flourish in a fun and highly successful working environment providing clear pathway to develop your career. This is an almost unheard of opportunity that won't be around for long so we would encourage you to **apply today!**

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