

<b>Job Title</b>	Contract Administration
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<b>Function / Department</b>	Streetworks & Planning
<b>Client</b>	Cadent Gas
<b>Location</b>	Staffordshire – Newcastle Under Lyme

<p><b>Purpose</b></p> <p>To assist the contract where required in administration of reports, job pack collation and closure.</p>
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<p><b>Principal Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Run and manage reports as required.</li> <li>• Use various systems to gather required information</li> <li>• Monitor and chase any outstanding issues.</li> <li>• Liaise with relevant managers and teams to ensure all information is completed and updated in required timescales.</li> <li>• Ensure all processes are followed inline with the clients requirements.</li> <li>• Use initiative, prioritise workload and work unsupervised.</li> <li>• Any ad hoc activities that are required to support the contract.</li> </ul>
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<p><b>Key Skills / Experience / Qualifications</b></p>	<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Experience using Microsoft office programs especially outlook and excel.</li> <li>• Demonstrate organisational skills.</li> <li>• Effective interpersonal skills.</li> <li>• General knowledge of the gas industry is desirable.</li> <li>• Able to prioritise tasks and work independently.</li> <li>• Excellent data entry skills and attention to detail.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Administration experience.</li> <li>• Customer service experience.</li> </ul>
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