

## Dearnleys Ltd

### Job Title – Contracts Administrator

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Dearnleys Ltd are looking for a Contracts Administrator to join our team.

This position is Permanent, Full-Time, Part-Time would also be considered.

Standard Hours: Monday-Thursday: 8:30 am – 5:00 pm | Friday: 8:30 am – 4:30 pm

#### Who We Are

Dearnleys Ltd is one of the UK's leading specialists in commercial solar shading solutions. With over 90 years of experience, we work closely with major building contractors and architects to provide expert design, manufacturing, and installation services on new and existing commercial buildings nationwide.

#### The Role

We are looking for an organised and proactive Contracts Administrator to support our Contracts team and contribute to the smooth running of our business. This role involves handling customer enquiries, processing live orders, placing purchase orders with suppliers and negotiating delivery dates while working to achieve monthly targets.

#### What You'll Be Doing

- Updating the company system for in-progress projects and revaluing jobs based on surveyors manufacturing schedules, identifying any variations needed.
- Supporting the Contracts team to achieve and exceed monthly targets.
- Data entry, recording job data captured by the Production & Fitting team.
- Preparing and issuing job documents within agreed timeframes.
- Assist in planning in all work to ensure the completion of orders to both the Company's and the Customer's satisfaction
- Negotiating with customers to provide great customer service and updates.
- Communicating with suppliers to negotiate additional discounts for specific projects, lead times and delivery dates.
- Processing and organising orders efficiently, maintaining accurate records.

#### What We're Looking For

- A confident communicator, both verbally and in writing, with a professional telephone manner.
- Strong organisational skills and the ability to work under pressure.
- An enthusiastic individual who prides themselves on accuracy and their own performance.

- A team player with a proactive and positive attitude.
- Basic Microsoft Office skills (training will be provided).
- A commitment to excellent customer service and maintaining a positive company image.

#### **Why Join Us?**

- Be part of a well-established, growing business with a strong industry reputation.
- Work in a supportive and friendly team environment.
- Opportunity for professional growth and development.

If you're an enthusiastic and motivated individual looking for a rewarding role in a dynamic company, we'd love to hear from you!

**Apply now and become part of our team at Dearnleys Ltd.**