

Job Title Public Sector Contracts Coordinator

Business Unit PDR

Location Birmingham

Job Role

GVA Grimley is currently looking to recruit an experienced Contracts Co-ordinator to assist in the management of a wide range of key public sector framework contracts. In this varied position the successful candidate will play an important role in supporting the Directors and the public sector team in day-to-day account management activities, whilst acting as a key point of contact for both internal and external account queries.

Key Responsibilities

- Act as an important point of contact for Public Sector clients
- Work alongside the Directors to effectively monitor all client projects
- Manage paperwork related to contracts
- Deal with day to day compliance issues
- Track, monitor and report on account performance
- Co-ordinate and organise client meetings and conference calls (including the preparation of agendas and materials)
- Manage all internal communications between the client and the Company, so to keep staff informed of client activities
- Provide guidance on contract policies and procedures
- Research client strategies, issues, cultures, and challenges and assess how these might effect the account management
- Stay informed of current market conditions and their impact on the client
- Maintain a team diary and a client event calendar
- Help build a strong internal network with other team members working for public sector clients
- Keep all client contact details up to date
- Monitor budgets and contribute towards financial reporting
- Organise and co-ordinate secondment and training opportunities in collaboration with clients
- Co-ordinate and organise inductions, client events and seminars
- Take minutes at meetings
- Administer security clearance for employees as required
- Ad hoc administration duties

Background Experience

- Previous contracts co-ordination or account management experience, ideally in a professional services organisation
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- A high standard of education
- Strong business acumen
- Intermediate/advanced computer skills (Microsoft Office)
- Previous accounts/ financial reporting experience
- Experience of working with clients at all levels in the organisation
- Knowledge of public sector contracts very beneficial
- Property knowledge not essential however the candidate must show a willingness to learn and develop sector and specialist knowledge

Personal Qualities

- Highly professional
- Excellent written and verbal communication skills
- Ability to demonstrate a strong commitment to exceptional service
- Proven ability to work in a team
- Ability to be very organised, work effectively under pressure and multi-task
- Flexible and able to adapt to changing workloads

Employee Benefits

Flexible Benefits Package, including:

- 25 days holiday
- Permanent health insurance (50% of salary up to retirement)*
- Whole Life Insurance (3 x annual salary)

Options to make tax and NI savings on the purchase of bikes, insurance, mobile phones, childcare vouchers and other products.

Additional benefits:

- Profit related bonus (discretionary and not guaranteed)
- Option of season ticket loan**
- Pension

* Entitled to benefit after 12 months employment with the Company

** Entitlement of benefit subject to the successful completion of employees' probationary period

Contact Details

Please contact Rebecca Wright on 0121 609 8144 or rebecca.wright@gvagrimley.co.uk for more information about this role, or if you would like to submit a CV.
