

## CAREER OPPORTUNITY

### JOB TITLE:

**Contracts Administrator (Business Take-On)**



### Background

Guided by our shared values, we all take pride in everything we do, working as one team with a shared vision to deliver the highest standards to our customers. We work in a fast moving ever-changing environment, so we are constantly looking at driving improvements to stay ahead of our game. There is a real passion to innovate across the whole Agilitas team, whether that be to improve our internal processes for our colleagues or simply make the customer experience a more pleasurable one! Our core PRIDE values (Passion, Respect, Innovate, Deliver, Embrace) unite the Agilitas team and ensure we remain focused and consistent in everything we do.

### The Role

We are recruiting for an administrator to join an expanding team which onboards new contracts into our business, supporting the sales and account management teams.

Using both excel and our own bespoke database, you will be working alongside our Business Take-on teams which works alongside our Bid team.

Working in the Business Take-on team, you will take the product information provided by our customer and input this into our systems so our business recognises the product information. This will also mean raising purchase orders as you start the first part of the integration of the contract into the business.

### Main Tasks

- Validating and processing I.T. maintenance purchase orders
- Dealing with email queries (internal and external customers)
- Liaising with the Finance team to ensure correct billing
- Requesting quotations and raising supplier purchase orders
- Updating internal databases and excel spreadsheets

This is a really busy role in a busy team so you must enjoy working at a fast pace but with high levels of accuracy. Intermediate Excel skills are an essential requirement of the role (vlookup/xlookup/pivot tables/data manipulation & comparison).

You must be willing to learn and to be able to apply initiative to solve problems. You will have a "can do" attitude and be confident, friendly and helpful to deal with other internal departments, 3rd parties and customers as required.

This is an office-based role in a friendly and supportive team. An interest or understanding in basic product would be an advantage but certainly not essential (storage, server, networking). Full training and support will be given.

### In Return

As well as being a great place to work with a friendly and helpful team, we offer the following benefits:

- Standard 22 days holiday + bank holidays (increasing to 25 days with service).
- Additional ½ day birthday holiday
- Ability to 'earn' an additional 4 days per annum if you win quarterly awards based on the company PRIDE values.
- Cycle to Work Scheme.
- Death in service (2 x salary).
- Access to Medicash Cash Plan – cash back towards everyday healthcare bills and a wide range of other wellbeing benefits, unlimited access to virtual GP, 24/7 employee assistance programme, retail discount scheme.
- Regular away days and social events.
- Quarterly and annual awards.
- Invitations to award ceremonies and partner events.
- Dress down Fridays.
- On site parking available.

We are based in Nottingham at Glaisdale Parkway which is situated on the west side of Nottingham located approximately 4 miles to West of the City Centre via the A609 and 4 miles from the M1 with convenient access to junctions 25 and 26. The area is very well connected for public transport with numerous bus routes in close vicinity.