

CAREER OPPORTUNITY

JOB TITLE:

Technical Contracts Administrator

REPORTING TO:

Department Leader/Team Manager



Background

Agilitas IT Solutions provide the most innovative and comprehensive technical inventory service to the leading OEMs and field service providers.

We maintain and manage spare parts inventories, and deliver complementing technical services worldwide. Our services have been specifically designed to equip customers with control over inventory expenditure, optimised spare part availability and enhanced service performance.

Purpose

As part of a small team you will work on a variety of tasks related to the processing of contract additions, deletions, and changes as part of the Business Take-On function.

The role requires a level of technical understanding and interest, as well as administrative skills related to the production of both customer facing documents, and updates to internal systems. On the job training for all aspects of the role will be provided.

Working Relationships

Main Department Manager, Bid Team, Planning Team, External Customers, Customer Support Team.

Secondary Service & Account Managers, Service providers.

Main Duties and Responsibilities

Business take-on

- Follow set processes for all Additions, Deletions, Renewals and changes
- Manage all aspects of the Contracts Database
- Deal with Entitlement queries from the Customer Support Team
- Work closely with the Customer Support Team and other relevant departments to inform them of new contracts
- Ensure that planned parts are sent to the correct FSL/Site-Stock location
- Liaising closely with account managers to ensure the smooth on-boarding of new customers

Essential Qualifications, Skills & Experience

- Ability and willingness to learn
- Proficient in Microsoft Office and Excel
- Ability to prioritise & organise own work in a busy environment
- Accuracy and high attention to detail
- Ability to apply initiative to solve problems
- Self-motivated, positive and proactive attitude
- Approachable & helpful
- Flexible and adaptable decision making
- Good written and verbal communication
- Able to work as part of a team or on their own
- Good organisational/planning skills
- Excellent numeracy skills
- Good interpersonal skills & telephone manner

Hours of work

37.5 hours – Monday to Friday 9 am to 5.30 pm with a one hour unpaid lunch break. Requirement to work flexibly in line with business needs as and when needed.

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Benefits

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

- Competitive salary, dependant on experience
- 25 days holidays plus Bank Holidays
- Additional ½ day birthday holiday
- Cycle to Work Scheme.
- Death in service (2 x salary).
- Employee Cash Plan (including 24/7 Employee Assistance Programme, contribution to everyday healthcare and complementary therapies, 24 x7 access to Virtual GP, stress management, counselling, access to 1000s of retailer discounts)
- Regular away days and social events.
- Quarterly and annual awards.
- Invitations to award ceremonies and partner events.

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.

