

## Contract Administrator Apprentice

We are looking for a Contract Administrator Apprentice to assist both the Stockport and Rochdale Business Centres with all administrative duties from preconstruction to job completion.

**Reporting To:** Contracts Director

**Location:** George Cox and Sons Ltd, Stockport or Rochdale

**Contract Type:** 18 month fixed term contract

**Working Hours:** Monday to Friday 08:00 – 16:00 (30 minutes unpaid lunch)

**Remuneration Package:** Experience and age dependant  
Annual Profit Related Bonus  
Workplace Pension  
Accident and Life Cover (after successful probationary period)  
Holidays 35 days including bank holidays (Sufficient days will need to be saved for the Christmas shutdown)

### About Us

We are a specialist civil engineering and highways contractor serving local and transport authorities throughout the North West of England. Our aim is to deliver sustainable projects within the North West, enhancing infrastructure and accessibility of communities, whilst minimising environmental impact and reinvesting locally.

With over 75 years of experience working on North West highway projects, we have gained a distinguished reputation for delivering hugely successful schemes. Our multi award-winning collaborative and proactive methods guarantee the best level of service for our clients.

The business provides a wide range of civil engineering and highway construction services, utilising its highly skilled internal workforce and a network of subcontractors. Its area of expertise lies in executing intricate and challenging projects, including but not limited to drainage schemes, intersection enhancements, and public infrastructure development.

The majority of our income, approximately 80%, is generated from extended framework contracts with local Northwest authorities, which typically span from 4 to 10 years. In addition, the company also serves House Builders and Tier 1 Contractors, carrying out S278 and S38 works on their behalf.

We thrive by working with our clients from early inception of the project to provide cost effective solutions. Additionally, we assist clients in preparing funding bids and provide initiatives in community engagement and methods of delivery.

Our Social and Environmental responsibility track record is exceptionally strong, surpassing our competitors on Quality Bids and Social Value Matrices. Our Clear Management controls and structure ensure efficiency, and as partners of Framework contracts, we have a sizable forward order book extending over four years.

Our projects are solely located within the North West of England, with most of our schemes within Greater Manchester or the neighbouring areas.

### Contract Administration Responsibilities

- Obtain and save the Purchase Order (PO) / Letter of Intent (LOI) / Contract Documents
- Enter order onto COINS / George Cox Portal
- Diarise monthly valuation deadlines / monitor valuations sent to accounts to raise application / invoice for payment
- Weekly Cost Sheet management – add the labour / vehicles / materials / fuel use / sub-contractor costs.
- Extract material from yard logs and allocate on cost sheet
- Check and authorise time sheets on George Cox portal
- Collect and log delivery tickets

- Assist in extracting COINS information to ensure all project cost are captured.
- Maintain cost sheet summary for each contract on a weekly basis.
- Issue KPI information, H&S stats and people hours to the client where required.
- Assist in the preparation of reports to support the business centre reviews.
- Assist Site managers in keeping accurate and up to date records
- Request Substantial Completion Certificate (SCC) – Monitor / issued by CM
- Substantial Completion Granted (SCG) certificate – Monitor / issued by CM
- Printing of drawings and site documentation
- General office duties

## **Essential Skills**

- Experienced office administrator
- Good MS Office/ computer skills
- Good team player
- Ability to work under own initiative

## **Desirable Skills**

- Knowledge / Experience of Construction industry
- Experience drawing up financial reports
- Full UK driving licence

## **How to Apply**

Applicants can apply by sending a CV with a covering letter to [hr@gcox.co.uk](mailto:hr@gcox.co.uk)