

**CONTRACT CO-ORDINATOR**

<b>Job Title:</b>	Contracts Administrator
<b>Department:</b>	AFS
<b>Reporting to:</b>	Contracts Compliance Manager
<b>Responsible for (staff):</b>	N/A
<b>Location:</b>	Regional
<b>General Purpose of Role:</b>	To support Contracts Compliance Manager, Senior Contracts Coordinator, Business Partners, Area Managers and contract support staff with all admin

**ACCOUNTABILITIES**

- To Provide information on New Starters, Leavers and holidays to payroll department, Area Managers and store employees
- Updating and upkeep of excel spreadsheets
- Monthly reporting on HR statistics
- Manage end to end processes through the recruitment system
- To engage with Area Managers & Employees
- Prioritise and planning of workload
- Liaise with and maintain relationships with payroll, HR Business Partners and Area Managers
- Represent the business in a professional manner at all times, whilst building and developing excellent working relationships within the business and its customers/suppliers/subcontractors
- Respond promptly to requests/instructions to meet the requirements of the business and the client at all times
- To support the Contract Compliance Manager
- Reacting and responding as required to short term changes towards workload
- Follow company policies and procedures as directed

**KNOWLEDGE AND SKILLS**

Specific Qualifications:

- GCSE grade C or above or equivalent in Maths and English
- Working Knowledge of Microsoft Office, Excel, Word and Power Point
- Excellent communication skills both written and verbal
- Excellent organisational skills
- Attention to detail – high accuracy level and analytical skills

Experience

- Confident individual who is comfortable making decisions and working in a team or on their own
- Deadline driven
- Preferable HR Skills mainly with regards to recruitment and right to work documentation
- Team player but capable of working on own initiative to fully understand implications of changes and effective working methods

- Outstanding customer service skills
- Flexible working hours

#### Skills Competence

- Ability to work unsupervised in a pressurised environment dealing with managers and colleagues.
- Committed to delivering exceptional customer service
- Actively contributes to the team's targets either individually or by supporting others
- To represent the company in a professional and competent manner at all times and develop a good working relationship with colleagues
- Proficient IT skills
- Capable of prioritising a complex and demanding workload
- Flexibility and willingness to learn
- Enjoys working with people

#### VALUES & BEHAVIOURS

##### Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

##### Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

##### Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

#### OTHER FACTORS

Please note that due to the high volume of applications received, we are unable to respond to those who do not meet the required criteria for this role.

Personal information which you supply to us during the recruitment process will be used for assessing candidate suitability for vacancies within Arcus. Such data includes candidate qualifications, skills, experience, employment history, current and / or expected remuneration and benefits. Information about any disclosed disability will be used to assess whether Arcus needs to make reasonable adjustments during interview, selection or employment.

# JOB

# DESCRIPTION

Such information will be shared internally, including with members of the HR and recruitment team, and managers in the business area being recruited to.

We will only keep such data for as long as is necessary for the recruitment process. Should we wish to keep data for longer, e.g. for talent pooling, we will seek the candidate consent to do so.

Employment decisions are not based solely on automated decision-making