

New Build Co-ordinator



People are at the heart of our business and this is an exciting time to be part of the Gregor team.

The New Build Plumbing Division at Gregor Heating has built a strong presence across several regions. Due to the business's success, we have opportunities for further growth.

We are seeking a highly organised and detail-orientated individual to join our team as a Commercial Coordinator. As a Commercial Coordinator, you will be responsible for supporting the commercial team in various administrative and operational tasks. This role requires excellent communication skills, a keen eye for detail, and the ability to thrive in a fast-paced environment.

Responsibilities:

- Working closely with the Operations and Commercial Directors to help manage internal and external processes.
- Providing quotes and overseeing additional work beyond contractual obligations.
- Communicating with contracts managers and engineers to ascertain on-site activities.
- Reviewing remittances and retention.
- Assisting with end of month valuations.
- Assisting in the setting up of new developments.
- Compiling and querying contra charges.
- Maintaining and updating specification amendments on live sites.
- Analysing and collating aged debt.
- Assisting in compiling final account statements once all site work has been completed.
- General commercial and administrative duties.
- Collaborate with supply chains to obtain product information and costs.

Desirable Skills & Attributes:

- Diligence
- Ability to multitask within a busy department and adhere to deadlines
- Exceptional organisational skills
- Ability to prioritise work
- Initiative taking with a positive attitude
- Excellent people skills
- Proficient in Microsoft Excel

Package:

- Working hours: Monday-Friday, 0800-1700
- Full-time, Permanent
- Salary: £25,000.00-£35,000.00 per year

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Benefits:

- Company events
- Company pension
- Cycle to work scheme
- Enhanced paternity leave
- Health & wellbeing programme
- On-site parking