

**JOB DESCRIPTION**  
**Contract Administrator**



<b>Job Title:</b>	<b>Contract Administrator</b>
<b>Department:</b>	Contracts
<b>Line Manager:</b>	Contracts Manager
<b>Location:</b>	Leeds office Lancaster Way Yeadon Leeds

**Introduction:**

Founded in 2004, Marcon Fit Out have grown to become a leading fit out company operating through the UK and Ireland.

Marcon have delivered the fit out too many award-winning buildings across the retail, hospitality and museum and heritage sectors. They have an outstanding reputation for quality of service and have been the contractor of choice for many high-profile projects and Clients.

**Job Summary & Responsibility**

Permanent/ Full Time

Marcon are looking for a talented and driven individual to join our expanding team. The role will entail supporting our contracts department in a range of activities as we continue to provide a high standard fit-out service for our clients.

The main duties and responsibilities of the role are:

- Assist the contracts team with the day-to-day requirements of running our sites.
- Prepare, compile, and circulate project files, documentation, and project programmes.
- Liaise with our Site Managers and subcontractors to ensure that they have all necessary project documentation.

**Experience & Qualifications:**

**Essential**

- Competency in the use of IT.
- Proficiency in Microsoft Outlook, Word, and Excel.
- Good interpersonal and communication skills.
- Strong written and verbal skills and the ability to work independently and as part of a team.
- Sound organisational skills with the capacity to handle multiple tasks under tight deadlines.
- Determination to see tasks through to completion, with excellent planning and preparation.

**Desirable**

- An understanding of the construction/fit-out industry.
- Experience of Microsoft Project.

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If you are interested in applying for this position, please send your current CV to [humanresources@marconfitout.com](mailto:humanresources@marconfitout.com)

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