

Contracts Coordinator

Job Details

Job Ref: RW794433WooCC
Location: Woolwich, SE18 6SW
Contract Type: Permanent
Salary: Competitive with Benefits Per Annum

Main Role ▶

We have an exciting opportunity for a Contracts Coordinator to join our team in London.

Due to a continued increase in business, we are steadily growing our team, and we are currently looking for a Contract Coordinator to join our busy London office.

We're looking for someone with an eye for detail, who can combine precision with superb customer service and people skills.

This is a fantastic prospect to join a company that prides itself in developing employees, ensuring they are equipped to meet their goals and targets. The successful applicant will also have autonomy to diversify their role within the branch and progress throughout the group.

Job Purpose ▶

This role is based at our Yannedis office in Woolwich. Your main duties will be to manage the post-order activity on projects which may contain products across a range of different solutions (i.e., ironmongery, doorsets, access control), coordinating the project(s) efficiently, correctly and to the customers deadlines, as well as maintaining information chronological to build a project timeline.

Key Responsibilities ▶

- Be the first point of contact for customers, managing the end-to-end process from order to delivery and ensuring activity is correctly documented.
- Liaising with customers, suppliers, and internal departments to ensure that projects are delivered on time and to standard, with a key focus on exemplary customer service.
- Costing (including revisions) and commercially reviewing projects to ensure the business maximises its opportunities. Training on this, branch processes and systems will be provided.
- Forming connections with customers and key internal stakeholders, building trust and effective workplace practices.

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Skills & Experience ▶

Essential

- Natural communication, a team-oriented mentality, excellent interpersonal skills
- Strong IT skills (especially Microsoft Excel & PowerPoint), numerical and organisational skills, and an excellent telephone manner
- A practical and efficient manner with effective time management and a precise and methodical attitude to tasks
- Self-motivated and focused, with a desire to provide the highest levels of customer service

Desirable

- Experience in contract management, architectural ironmongery/doorsets, or the construction industry
- Relevant industry courses such as DipGAI or FDIS

What you'll get in return ▶

- 23 days annual leave, plus bank holidays
- The chance to join Grab – our one stop shop for all things discounts, benefits, communications and recognition
- Company bonus scheme
- A contributory pension scheme
- Awards where our colleagues are recognised quarterly and annually
- A generous staff discount scheme
- A range of training and development programmes to help you progress your career

Our Values

We have a set of values which we strongly believe in. If they speak to you then we have something in common!

We have the know-how We get stuck in We stand together We get it done

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status

[Apply](#)

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