



Commercial Assistant

Our Company

Go Traffic Management has been in operation since 2007, initially serving clients in the North West, Midlands and Yorkshire regions. Over the last decade, the business has expanded significantly, based on an excellent reputation for performance and delivery. The company is now one of the UK's largest traffic management providers, with local depot bases up and down the country.

Our role

As a Commercial Assistant, you will provide support to the Commercial Manager and Regional Quantity Surveyors with weekly MI reporting, KPI reporting and support analysis to other managers of the business. You will ensure the timely and accurate provision of management information, assist the setup of new Clients and Subcontract Management.

Key Responsibilities

You will assist in the management of Subcontractors, processing payments

You will assist in the preparation of contract reports, contract costing schedules to help control Contract spend and growth

You will process depot timesheets for Payroll Department

You will prepare PQQ and Customer Questionnaires

You will manage and maintain Contract System (Inspire/ Syrinx) including set up of new accounts and changes to rate cards etc.

You will carry out Commercial spot checks

You will assist with Supplier on boarding process

Experience and Qualifications

Experienced in SAGE 50 user/ 365 Dynamics

Possess excellent communication skills

Have good IT skills - Excel (vlookups, pivot tables), Outlook and Word

Be well organised and able to work on own initiative

Able to work to strict deadlines

Salary and Benefits

We offer a competitive salary based on experience along with a full benefits package.

Go Traffic Management is proud to be an Equal Opportunity Employer. We celebrate diversity and do not discriminate based on race, religion, colour, nationality, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

We are Armed Forces-friendly. We welcome applications from ex-Armed Forces personnel, reservists, armed forces veterans, cadet instructors and military spouses/partners.

We understand that privacy and the security of your personal information is extremely important. By applying for this role, you agree to the terms of our privacy policy which you can find here – www.gtm.co.uk/privacypolicy.