CONTRACTS ADMINISTRATOR JOB SPECIFICATION

Location: MAC Groundwork Contractors, Unit 1 Castlewood Trading Estate, Stafford ST18 0LP
Company: MAC Groundwork Contractors Ltd
Reports To: Contracts Co-ordinator Manager
Employment Type: Permanent

About Us

MAC Groundwork Contractors Ltd is a well established groundworks and surfacing contractor operating across the UK. We deliver a wide range of services including site preparation, drainage, foundations and infrastructure works for educational, commercial and industrial projects.
As part of our continued growth and commitment to improving project efficiency, we are seeking a Contracts Administrator to support our operational teams, with a particular focus on maintaining accurate project data within the Re-Flow system.

The Role

The Contracts Administrator will play a key role in ensuring all project and contract data is accurately recorded, maintained, and reported using the Re-Flow system. The role involves liaising closely with project managers, site teams and the commercial department to ensure that information flows smoothly between the office and site.

Key Responsibilities include but not limited to

- Input, update and manage project and contract information on the Re-Flow field management system, ensuring data accuracy and consistency.
- Support the setup of new projects within Re-Flow, including job details, drawings, method statements and risk assessments.
- Collate and upload site reports, photographs, timesheets, delivery notes, and other documentation.
- Monitor and track job progress and completion status using Re-Flow dashboards and reporting tools.

- Assist in the preparation and issue of order acknowledgments and other contractual documents as directed.
- Generate and distribute regular progress reports for management review.
- Support compliance with company procedures, health and safety documentation, and quality standards.
- Provide general administrative support to the Contracts and Commercial teams as required.

Skills & Experience Required

Essential:

- Proven administrative experience, ideally within construction, civil engineering or groundworks.
- Strong IT skills with experience in data entry and digital management systems.
- Excellent attention to detail and a high level of accuracy.
- Strong organisational and communication skills.
- Ability to prioritise workload and meet deadlines in a fast-paced environment.

Desirable:

- Experience using Re-Flow (or similar field/project management software). Full Training will be provided.
- Understanding of contract administration processes (e.g., subcontract orders, variations, documentation control).
- Familiarity with Microsoft Office (Excel, Word, Outlook).

What We Offer

- Competitive salary (commensurate with experience).
- 20 days annual leave plus bank holidays.
- Company pension scheme.
- Training and development opportunities, including Re-Flow system training.
- Supportive and collaborative working environment.