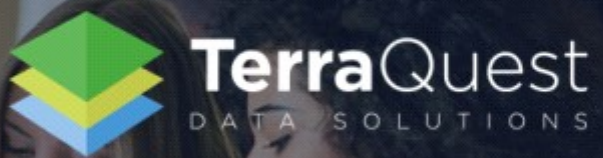


# We're Hiring!



## Job Advert CONTRACTS ASSISTANT

**TerraQuest**

**Role: CONTRACTS ASSISTANT**

**Location: Birmingham in line with our Agile Working Policy . You will need to be able to work from our Birmingham office 2 days per week/office to be attended as often as business needs require.**

**Salary: Competitive**

### Who we are...

TerraQuest Solutions Ltd is an award-winning and market-leading specialist provider of planning, land, property, and business solutions. We are an established and trusted organisation that is renowned for its expertise in providing innovative and cost-effective solutions to both public and private sectors. Our team delivers bespoke, flexible, and efficient services through a process-orientated delivery structure. We pride ourselves on strong customer relationships evidenced by the high proportion of referrals and repeat business.

### Why work with us...

We are a Living Wage Foundation accredited employer, committed to supporting the well-being and development of all our people. With competitive salaries, enhanced Family Friendly policies; a fabulous suite of benefits (including: Pension; Life Assurance; Employee Assistance Programme; option to buy additional annual leave in addition to 25 days plus Bank Holidays); true flexibility with our Agile Working approach, and superb training and development opportunities, we really care about our team!

### What we need...

Due to a period of sustained growth, we are looking to recruit a Contracts Assistant to join our Delivery Team.

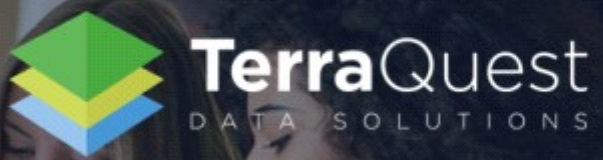
The Contracts Assistant will be a member of the Delivery team, with responsibility for the execution of tasks as directed by the Contracts Manager.

The Contracts Assistant will be responsible for assisting the Contracts Manager with reviewing, investigating, and documenting all customer, supplier and partner contracts held by the business. They will ensure all allocated tasks are completed to time and quality and in compliance of TerraQuest's standards and systems.

### What you will be doing ...

- To analyse and verify information in relation to customer, supplier, and partner contracts.
- To record the status, type and details of contract documents held either electronically, digitally or in paper form in compliance with document management procedure.

# We're Hiring!



- To investigate gaps in the contracts records and liaise with responsible officers to provide missing information.
- Day to day liaison with TerraQuest Executive, SMT, project managers and the Business Development function.
- To be responsible for the quality and completeness of updated documentation and systems.
- Management of document library within Sharepoint.
- Management of individual Contract Lifecycles including updating of values, dates, and generation of alerts
- To manage time efficiently and report progress daily to the Contracts Manager and escalate issues, as necessary.

## What we are looking for

### Essential

- Bachelor's degree or equivalent relevant to the business.
- Ability to understand TerraQuest working environment, products, and services.
- The ability to organise own workload and be able to work autonomously.
- The ability to work to deadlines.
- Strong organisational skills.
- Inquisitive mind being proactive and thorough in research.
- Excellent verbal and written communication skills.
- Excellent analytical skills of legal documents.
- Confident professional interpersonal skills.
- Attention to accuracy and detail.
- Proficiency in MS Office suite and use of internet.
- A right first-time approach with focus on maintaining high productivity, efficiency, and effectiveness.
- Flexible and adaptable approach to work.

### Desirable

- Experience of document management within multiple products.
- Basic interpretation and understanding of contract documents and terminology.

This description reflects the core activities of the role but is not intended to be all-inclusive.

Other duties within the group/department may be required in addition to changes in the emphasis of duties as required occasionally. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

Please apply for more information and please do not be put off if you do not have all of the experience and skills required. If you have the majority of skills and relevant experience, we would still like to hear from you!