



SPEYHAWK LTD

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Contracts Administrator

Description

Contract Administrator Construction | Office Based | Hertfordshire

Up to £30,000 plus bonus and annual bonus

We're looking for a highly organised **Project Administrator** to support the delivery of commercial construction projects ranging from £10k to £1m in value. This role combines project coordination/administration with light estimating duties, working closely with the commercial team and suppliers across the UK.

Key Responsibilities

Project Coordination

- Assist with planning, scheduling and managing multiple live projects
- Coordinate with clients, contractors and site teams to maintain programs
- Manage tender portals and upload submissions
- Set up new project folders, job numbers and H&S documentation
- Raise purchase orders and support Project Managers with procurement
- Compile O&M manuals for client handover

Estimating Support

- Obtain supplier and subcontractor quotes within required timeframes
- Assist in preparing estimates, tenders and cost submissions
- Track project costs through each stage to ensure budget compliance

Skills & Experience

- Experience in construction project coordination
- Strong analytical and numerical skills
- Excellent communication and relationship-building abilities
- Familiarity with estimation or project software is beneficial (not essential)
- A knowledge of fire protection would be advantageous but again not essential

Please apply below or upload your application in strict confidence through our website [ConstructionRecruitment.com](https://www.constructionrecruitment.com) quoting the reference: Contracts Administrator JP1011B

Contract Administrator – Project Coordinator – Project Co-ordinator – Junior Estimator – Trainee Estimator – Construction Jobs

Hiring organization

Speyhawk Ltd

Employment Type

Full-time

Industry

Construction

Job Location

Stevenage, Hertfordshire, United Kingdom

Working Hours

8:30am – 5pm Monday to Friday

Base Salary

£ 25000 - £ 30000

Date posted

18th December 2025

Valid through

18.01.2026