

**Job title**

Commercial Administrative Assistant

**Company name and postcode**

Dempsey Dyer Limited, Unit 11-13 Langthwaite Industrial Business Park, South  
Kirkby, WF9  
3AP

**Job summary**

(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

Key responsibilities will include; acting as first point of contact for incoming calls to the commercial department, maintain tender enquiry email inbox folder, booking tenders onto the CRM system. Downloading & printing drawings from project document portal sites such as 4P, Fieldview & Dochost and creating project folder files on Dempsey Dyer internal systems. To provide adhoc admin support to the estimating team with data entry input into Excel and Evolution systems, scanning and setting up sales sample worksheets for production. Skills to be developed are; exceptional customer service, working knowledge of Microsoft Customer Relationship Management, Excel and Outlook systems alongside document management systems such as 4P, Fieldview & Dochost, used by most large construction companies in the UK. They will develop working knowledge of Evolution which is used by many SME manufacturing companies.

**Essential skills, experience and qualifications** (please do not use bullet points)

Must have a professional and polite manner and a proactive approach to working independently and as part of a team. A strong work ethic and desire to learn and develop is essential, this position would suit any individual who is prepared to think outside of the box and challenge the norm with creativity and tenacity to help move the business forward. No formal qualifications required however GSCE English and Maths 5 - 9

would be  
beneficial.

**Job category (DWP use only)**

**Number of hours per week**

41.5

**Working pattern and contracted hours** (including any shift patterns)

Monday to Thursday 8am - 5pm, Friday 8am - 4pm

**Hourly rate of pay**

National minimum wage

**Details of employability support** (training opportunities/mentor)

The role will undergo on the job training alongside the Senior Estimator and be

mentored by the  
Commercial  
Sales Manager.  
For the right  
candidate the  
opportunity for  
progression to  
be trained as a  
estimator will be  
available if they  
should so wish  
to follow this  
path