

## Introduction to the Company

The rebirth of NorthCountry Homes heralds the re-emergence of a business dedicated to getting young working-class people and first-time buyers into home ownership and wealth creation, by providing low-cost homes for sale throughout England.

## Introduction to the Role

We are seeking a proactive and detail-oriented Commercial Administrator to join our growing team. This role will play a vital part in supporting the commercial department by ensuring smooth day-to-day operations, maintaining accurate records, and assisting with the coordination/administration of key projects. The successful candidate will be highly organised, confident in handling data and documentation.

## Key Responsibilities

- Provide administrative support to the commercial team, ensuring efficiency in day-to-day activities.
- Prepare, maintain, and update commercial documents, contracts, and records.
- Assist in the preparation of budgets, cost reports, and financial documentation.
- Liaise with internal departments, suppliers, and subcontractors to ensure accurate communication and timely responses.
- Support the monitoring of project costs, invoices, and purchase orders.
- Ensure compliance with company procedures and industry standards.
- Maintain digital and physical filing systems, ensuring information is accurate and accessible.
- Provide general administrative support including meeting coordination, minute taking, and reporting.

## The Ideal Candidate

- Previous experience in an administrative or commercial support role, preferably within construction, housing, or property sectors.
- Strong organisational and time-management skills with the ability to prioritise tasks.
- Excellent attention to detail and accuracy.
- Strong communication skills, both written and verbal.
- Competent in Microsoft Office (Excel, Word, Outlook) and comfortable with data management.
- A proactive and problem-solving mindset with a willingness to learn.
- Ability to work independently as well as part of a team.
- Enthusiastic about contributing to a company with a strong mission.



## COMMERCIAL ADMINISTRATOR

### The Package

Competitive Salary  
Discretionary Bonus Scheme  
Healthcare Membership  
Immediate auto pension enrolment  
Private Medical Insurance  
Holiday entitlement of 26 days plus bank holidays

Does this sound like the role you have been looking for?

Send your CV and covering letter to: [info@northcountryhomes.co.uk](mailto:info@northcountryhomes.co.uk)