



Job Title	Direct Contracts Executive (Testing)
Department	Direct Contracting / Commercial
Hours	40hrs per week
Recruiting Manager	Karen Brand
Number of Roles	2

Role Purpose

Reporting to the Direct Contracts Operations Manager, the role holder will undertake such duties across the direct contracting area

Key accountabilities & responsibilities:

- Create Test data using Spreadsheets.
- Test direct contracts to ensure accuracy of data entered.
- Discuss any discrepancies with the relevant Contract Manager to avoid misinterpretations.
- Liaise with loading department so they are aware of errors that need correcting.
- Approve contracts for sale once you are confident all information is correct.
- Liaise with Direct Contracts Operations Manager and IT department regarding any system errors/limitations that prevent the loading of contracts and follow through to resolution
- Ensure all required paperwork is received.

Key skills, knowledge and personal attributes required:

- Strong eye for detail and the ability to work at speed, whilst maintaining full accuracy of tasks
- Good knowledge of Excel/Open office.
- Ability to identify errors/changes and escalate these to line management
- Highly adept at IT and internet systems usage
- Excellent written and communication skills
- Pro-active problem solver, able to work on own initiative and remain calm under pressure
- Good team player able to work alongside colleagues and share workload
- Experience of building relationships with internal colleagues and external suppliers

Any additional relevant information:

- The role is initially planned to work across a 0900-18.00 / Monday to Friday work pattern