



*Our Values: Caring, Safe, Professional*



## Commercial Parking Administrator

£23,000 to £25,000, based on experience

### Head Office - Watford

We are seeking an administrator to support the Commercial Parking Operations within the business. The Commercial Parking Administrator will be responsible for ensuring all enquiries relating to commercial car parking are managed swiftly and effectively, whilst managing the commercial parking portal and ensuring customer requirements are accurately maintained.

The ideal candidate will have confidence in calculating, reading, and analysing figures and data. They will also be able to exercise tact, discretion and maintain confidentiality at all times. They will be customer service-focused and an all-round team player who can also work alone.

This role is based at the Head Office in Watford, however, you will be required to visit various sites and support the internal auditing process or commercial parking operation.

**A full job description is available [here](#)**

### What you will be doing as a Commercial Parking Administrator

- Supervise the delivery of Commercial Parking Operations at our venues, which may include evenings and weekends
- Assist with Operational visits at various sites and Cash & Audit operations
- Responsible for ensuring all enquiries for commercial parking are responded to
- Ensure any overdue Direct Debit Forms/Invoices are chased with the relevant customers and update the Commercial Parking manager on a regular basis
- Assist the Commercial Parking Manager with presentations and quotations.
- Support the Commercial Parking Manager and the Finance team by assisting with special projects and other duties on ad hoc basis

### What CSP can offer you as a Commercial Parking Administrator

- A salary between £23K and £25K per annum, dependent on experience
- A 35 hour working week – 5 out of 7 days
- Up to 25 days' holiday (after qualifying service) plus Bank/Public Holidays
- Pension scheme with excellent employer contribution

- Private Medical Insurance (after a qualifying period)
- Life insurance at 4x salary
- Access to salary sacrifice schemes
- A range of valuable medical and practical support services through an external Employee Assistance provider

### What we need from you as a Commercial Parking Administrator

- Previous experience in an Administrator Role
- A sound financial and commercial acumen
- Experience supervising/leading a small team
- Cash handling experience
- Signing, Lighting and Guarding Qualification desirable
- Competent IT skills (proficient in Word, Outlook, PowerPoint & Excel at an intermediate level).

### About CSP

CSP stands for The Combined Services Provider. It also stands for Caring, Safe, Professional, representing our Values. We specialise in providing services to venues and static sites including Car Parking, Internal and External Traffic Management, HVM (Hostile Vehicle Mitigation) solutions, Security, Stewarding, Cash & Audit and Consultancy services. Whilst our range of services has grown, Car Parking/Traffic Management, HVM, and Security/Stewarding represent our core areas of expertise.

CSP strives to be an equal opportunities employer.

### Vacancy details

Salary: £23,000 to £25,000 per annum

Location: Head Office at Watford (although some travel to client sites may be required)

**If you think you are suitable for this Commercial Parking Administrator position, please apply now by sending a copy of your CV to [HR@gotocsp.com](mailto:HR@gotocsp.com) by midnight on Sunday 28 July 2024.**

