



**Job Title:** Commercial Administrator  
**Location:** Based in Watford, Herts with regular site visits to our client venues  
**Salary:** £22,000 - £25,000  
**Working Hours:** 35 hours per week, flexibility necessary as some weekend/evening work will be required  
**Start Date:** Immediate

CSP Ltd. are a leading service provider specialising in venue & event management. We work in partnership with leading sports and entertainment venues throughout the UK, providing a number of services including; internal and external traffic management, security & stewarding and crowd management services.

**About the role**  
We are seeking an experienced administrator with proven experience operating in a Commercial function. Reporting into the Commercial Parking Manager, you will be responsible for ensuring all enquires relating to commercial car parking are managed swiftly and effectively, whilst managing the commercial parking portal ensuring customer requirements are accurately maintained. You will be accountable for the invoicing process, ensuring permit holder invoices are raised and the direct debit process is managed accurately. You will be required to visit various sites and support the internal auditing process or commercial parking operation.

**About You**  
You will demonstrate strong commercial and financial acumen, with a real passion for data analysis. You will be an effective and confident decision maker who can demonstrate strong forward thinking and planning skills. You will be comfortable working under pressure, at times managing conflicting priorities. Excellent oral and written communication skills are a necessity as you will be required to communicate and present at various levels, both internally and externally. You will have strong IT skills and be able to demonstrate capabilities in Excel, Word and PowerPoint. You will be fully mobile and hold a full UK driving licence.

**Experience and Skills**  
At least 2 years' experience in an Administrator role. Confidence with calculating, reading and analysing figures and data. The ability to exercise tact, discretion and maintain confidentiality at all times. Highly customer service focused, An all-round team-player but who also has the ability to work alone. Prepared to adopt a 'hands on' approach when required. Flexible approach to working hours. Highly presentable and holds a Full UK driving licence.

- Benefits include**
- 23 days paid holiday per year, rising to 25 days
  - Private medical insurance for self and Life Assurance ( 4 x annual salary)

To apply for the role, please click this link <https://jobs.talentspa.co.uk/talentspa/search/vacancy/all/1/4745800>



*Caring, Safe, Professional*