

# Job Description

<b>Job Title:</b>	<b>Commercial Officer</b>	<b>Job Holder:</b>	
<b>Division:</b>	Finance / Commercial	<b>Grade</b>	SG4

## Job Purpose:

The Commercial Officer is a hands-on commercial professional with experience working in an engineering, software or I.T. business environment. The Commercial Officer will have responsibility for the following activities with support from the Senior Commercial Officer and the Commercial Manager:

- Preparing commercial quotes and proposals;
- Preparing and reviewing contractual documentation, in line with company and Commercial policy;
- Preparing pricing for approval;
- Developing the commercial aspects of business opportunities within his/her delegated authority, working together with Bid and Project Managers, and project teams, to maximise profitability and manage commercial risk;
- Assisting with order processing and commercial contract administration;
- Supporting the Commercial Manager as requested in business and financial planning.
- Commercial administration for the team, including attending meetings and taking detailed notes to share with the team.
- Managing SharePoint filing and administration and other portals as required.

## Responsibilities:

### 1. Project and Commercial Support

- Review incoming agreements and draft outgoing agreements using templates such as Non-Disclosure Agreements, Memorandum of Understandings, Teaming Agreements etc.
- Conduct detailed reviews of Contracts and other relevant commercial documents, providing commercial advice and oversight as required.
- Apply and negotiate Contract Change Notes (CCNs) where deemed necessary.
- Participate in project meetings.
- Liaise with the Project Managers and deal with commercial/contractual matters arising.
- Review and implement sub-contracts where required.
- Ensure compliance with UK Export and Import Control.
- Maintain appropriate document Registers: i.e. Quote Register, Export Register, Intellectual Property Register, Contracts Register etc
- Undertake financial control and undertake cash collection duties when deemed necessary.
- Provide ad hoc support and advice to project teams as required.
- Coordinate Order Intake reporting across the business.

# Job Description

## 2. Bid Co-ordination

- Work with Business Development Managers and project teams to produce bids.
- Develop pricing structures and ensure satisfactory completion of bid pricing and approval sheets.
- Complete Expressions of Interest (EOI's), Pre-Qualification Questionnaires (PQQ's) and a wide range of documentation in response to ITT's.
- Prioritise responses to various customer requests for quotations and information to meet appropriate deadlines.
- Act as formal point of contact with the Customer for communication following ITT publication and during the proposal-negotiation phase.

## 3. Individual requirements:

- Experience of working in a commercial contracting environment.
- Knowledge of pricing, terms and conditions and other contractual documentation.
- Experience in delivering commercial sales transactions, negotiation, bid preparation.
- Strong written, communication and analytical skills including ability to see the bigger picture.
- Strong interpersonal skills and ability to build strong business relationships with a wide range of Company and customer personnel.
- Proven ability to work accurately and quickly under pressure.

### Key Result Areas:

The jobholder will be expected to:

- Work with the Commercial team including the Senior commercial officer/Commercial Manager with a wide range of commercial tasks, supporting the Defence business team within the Barnstaple office, and the wider business as required.
- Understand the importance of accuracy and attention to detail within the defence business, and the needs of our customers.
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All employees may be required to carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed and are required to act in a manner that is wholly supportive of our values of:

**PARTNERS** - We deliver on our promises;

**EMPLOYEES** - We develop, recognise, reward and empower our people;

**ONE TEAM** - We work together, openly, honestly, respectfully and in a professional manner;

**EXCELLENCE** - We strive to continually improve;

**SAFETY** - We protect our people, our partners and our environment.

Training: (if applicable)



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# Job Description

Internal training on Umbraco (Website and Intranet site)

## Reporting Line

The jobholder will report to the Barnstaple site Senior Commercial Officer.

## Job Location

The job can be located in any of the UK SEA offices

## Job Holder Declaration:

I accept the purpose and key result areas of my role with SEA are as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Line Manager Declaration:

I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_