

Job Description

Position – Commercial Officer

Reporting to Commercial Manager

Responsible for N/A

Purpose / Role – To provide Commercial support across the business and to advise on best practice.

Key Aims and Objectives

- Support the Group Commercial Manager
- Provide a commercial service to internal customers
- Protect the business from contractual and commercial risks
- Maintain up to date knowledge on all legal and contractual issues
- Provide general assistance as required

Prime Role and Duties

- Reviewing the commercial aspects of proposals and tenders to secure lowest risk and best price contracts.
- Drafting and reviewing contracts, sub-contracts, letters of intent, confidentiality agreements and other documentation.
- Negotiation of both standard and non-standard terms and conditions with customers and flow down to suppliers.
- Participating in the handover of contracts from sales to projects.
- Providing day to day commercial support across the business. Administration of contract files and processing contract variations.
- Organising bank guarantees, bonds and letters of credit.
- Systems and process improvements.
- Identify and mitigate commercial risks and weaknesses through the life of projects.

Allied Occasional Duties

N/A

Key Internal Interfaces



Directors /Senior Managers / Sales Team / Projects/ Engineering

Core Competences

- Degree educated.
- Experience in drafting and negotiating contractual terms and conditions.
- The ability to understand and apply commercial principles and to advise on contractual obligations and implications.
- Strong analytical skills and attention to detail.
- Excellent communication skills and the ability to develop business relationships.