

Vacancy Notice Commercial Officer

Role	Commercial Officer	Reports to	Commercial Manager
Department	Commercial	Location	Llangeinor and Bridgend
Overview of Role	Reporting to the Commercial Manager, the Commercial Officer will be primarily responsible for the provision of general commercial support to the Commercial team and wider business with a focus on the drafting and management of contracts and commercial agreements, utilising supporting processes, procedures and templates as applicable. The Commercial Officer will also support the Commercial function in the administration and management of export control activities across the business.		
Key Responsibilities	<ul style="list-style-type: none"> • Provide general commercial support to the business on a variety of matters. • Support the review and drafting of commercial agreements as required, investigating contractual issues where necessary. • Report on the status of contract negotiations, agreements and deliverables to Commercial Manager. • Support the implementation and management of commercial agreement management tools and processes within the Commercial function. • Support the optimisation the company's commercial position on running contracts. Undertake reviews of existing agreements and ongoing monitoring of running agreements, with appropriate actions taken such as the administering of renewals etc. • Support and provide key input into specific tenders, negotiations and other business activities when required. • Support contract negotiations and progress reviews with customers. • Liaise extensively with key stakeholders to ensure risks, assumptions and dependencies are clearly defined, contemplated for and accounted in commercial documentation including proposals and contracts. • Foster productive relationships with customers, colleagues and other stakeholders in order to manage contract changes and other general issues and tasks. • Establish a close working relationship with the procurement function to ensure terms and conditions are flowed up and down the supply chain appropriately. • Support management and administration of the compliance system, procedures, processes, logs and forms for regulatory and legislative matters, including export control, intermediaries and general legal activities. • Provide guidance and support the management and administration of export control activities across the business, including audits, reporting and licensing requirements. • Ensure that business activity is conducted in line with company values, policies, code of business conduct and ethics. • Undertake any other activity as reasonably requested. 		
Intrinsic Skills	<ul style="list-style-type: none"> • Conscientious, calm and professional attitude. • A proactive and can-do approach with the ability to use initiative. • Self-motivated, commercially astute. • Ability to work on their own or in a team environment, as required, with all levels up to and including the Senior Leadership Team. • Ability to develop strong relationships and trust with internal and external customer to achieve the best outcome for the business, optimising customer value, while minimising risks. • Ability to meet deadlines, prioritise work and remain flexible in accordance with business needs. • Ability to make informed decisions in a high pressured environment. • Understand financial, legal and CSR (Corporate Social Responsibility) issues. • Ability to be resilient when up against challenge and setbacks. 		
Required Qualifications	<ul style="list-style-type: none"> • Graduate (or equivalent work experience) 		

<p>Experience/ Skills</p>	<p>Essential</p> <ul style="list-style-type: none"> • Minimum 1-2 years' experience in a Commercial/Contract function. • Demonstrable team working ethic. • Regulated industry experience (Aerospace and Defence preferred). • Must be able to obtain UK Security Clearance. • IT literate, with extensive Microsoft Word and Excel knowledge. • Excellent communication, presentation, written and interpersonal skills. • Excellent attention to detail. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of negotiating with customers throughout EMEA. • Knowledge of DEFCONS, DEFFORMS & EU Public Tender requirements. • Knowledge of Export Licensing. • IACCM accreditation.
<p>Physical Considerations</p>	<ul style="list-style-type: none"> • Valid UK Driving licence. • Valid Passport.

If you are interested in applying for this role please submit an application form to HR