

Commercial Intern Role Summary

The role of the Commercial Intern is to provide general support to the Commercial department and wider business as required. The Commercial internship will suit and benefit an individual keen on gaining commercial, business and industry experience either during their degree (as part of an industrial/sandwich placement) or as a graduate.

The role will be primarily focused on supporting the commercial activities of the business and will allow for the development of skills in a number of areas.

Benefits of the Role

- Develop experience within the Aerospace/ Defence industry
- Develop experience within a customer-facing Commercial department
- Practical experience of working within a dynamic business environment
- Working closely with customers and internal stakeholders
- Opportunity to support and provide input into specific tenders, negotiations and other business activities
- Broadened business and commercial experience
- Flexible schedule for students

Commercial Intern Primary Responsibilities

- Provide general commercial support to the business on a variety of matters
- Support the implementation and management of commercial agreement management tools, documents and processes within the Commercial function
- Support management and administration of the compliance system utilising procedures, processes, logs and forms for regulatory and legislative matters, including export control, intermediaries and general legal activities
- Support Commercial colleagues in relation to contract negotiations and progress reviews with customers
- 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

Commercial Intern Requirements:

Essential Experience/Skills

- Relevant degree
- Conscientious
- Excellent attention to detail
- Highly organised with sound administration skills
- Excellent communication, presentation, written and interpersonal skills
- A proactive and can-do approach with the ability to use initiative
- Strong Ethical and moral compass
- IT literate, possessing a good working knowledge of Microsoft Office packages, in particular Excel and Word
- Motivated, positive and enthusiastic with the ability to build relationships with internal departments

- Flexible and able to adapt to change
- Ability to work as part of a team or on own initiative as required
- Must be able to obtain UK Security Clearance

Desirable Experience/Skills

- Awareness of business/contract law
- Awareness of supply chain management

Our Benefits Include:

- Pension Salary Sacrifice Scheme
- Life Assurance Scheme
- Company Sick Pay Scheme
- Tea & Coffee provided
- Onsite parking
- Corporate Eyecare vouchers

About Us:

IrvinGQ is a world-leading supplier of parachutes, aerial delivery systems and naval decoys. We create innovative products that our customers know they can rely on in highly challenging conditions where there are no second chances.

Our systems must work right first time, every time. If you want to be part of a collaborative and supportive team that helps customers achieve their goals through great engineering that stands out from the crowd and are looking for your next challenge, then we want to hear from you.

Location: Llangeinor, Bridgend, South Wales

Contract Type: 12 Months Fixed Term

Hours: Full Time, 36 hours worked over a 4-day week Monday-Thursday (flexible)

Salary: £18,000 - £23,000 depending on experience