

INFLITE ENGINEERING SERVICES



Job Title: Commercial Manager	Abbreviation:
Reports to: CEO	Division/Department: Commercial/Engineering
Deputised by:	Location: Stansted/ Bishop Stortford

JOB PURPOSE

Responsible for commercial matters associated with the company, including managing contracts and overseeing an estimating team. Support to winning new business to help the company plans for growth.

The commercial manager's main roles include the management of opportunities for the business (bid/no-bid), prioritising the estimator's workload, reviewing contract T's & Cs, completing bid tenders and supervising employee performance..

MAIN RESPONSIBILITIES AND DUTIES

- Accountable for ensuring compliance with applicable customer contractual requirements and regulations in all aspects of the activity. Monitoring the day-to-day commercial performance of each customer account.
- Point of contact for customers regarding commercial issues and topics. Develop strong working relationship with customers at a working level.
- Regularly liaising with existing clients to manage expectations. Establish appropriate review meetings.
- Manage a bid/no-bid process to ensure value-added and low-risk business.
- Manage a team of estimators to ensure all requests for pricing is completed promptly and accurately.
- Ensuring all relevant data/drawings/models are supplied prior to quoting.
- Work with the Estimators and Procurement to ensure material, bought out and subcon pricing is supplied promptly.
- Completing bid package compliance paperwork as per the RFP instructions. Gathering the information from the relevant departments and fill in the customer templates.
- Managing the contract review process (correct price, lead time and T&Cs) and ensure it's closed out.
- Conduct reviews of NDAs, LTAs, and contracts to identify risks to Inflite.
- Review and negotiate customer T&Cs in advance of signing or dispute.
- Ensure secure upkeep of commercial electronic records, in line with data protection regulations.
- Undertaking tasks as agreed that are within your experience, skills and capabilities as directed by the company.

QUALIFICATIONS & PREREQUISITES

- Be able to manage workflow effectively
- Good understanding of contract law
- Successful track record of people management and leadership
- Experience in costing work packages
- Excellent planning and organisation skills
- Team Player with excellent written and oral communication skills
- Good understanding of MS Office, Excel and business systems and procedures.

What We Offer:

- **Competitive Salary:** We recognise and reward your skills and expertise with a salary that reflects your contributions.
- **Generous Annual Leave:** Enjoy increasing annual leave entitlement as you grow with us.
- **Salary Exchange Pension Scheme:** Secure your financial future with our comprehensive pension plan.
- **Employee Assistance Programme:** Receive support for your mental and emotional well-being.
- **Life Assurance:** Gain peace of mind for yourself and your loved ones with our life assurance coverage (subject to scheme rules).
- **Employee Cash Plan:** Access financial assistance for health and well-being-related expenses.
- **Enhanced Maternity and Paternity Schemes:** We support you and your growing family during significant life milestones.
- **Professional Growth and Development:** Access continuous opportunities to enhance your skills and advance your career.
- **State-of-the-Art Equipment and Technology:** Work with cutting-edge tools and technologies.
- **Ongoing Training and Certification Programmes:** Stay up-to-date with the latest industry standards and practices.
- **Career Advancement Opportunities:** Clear paths for progression within our dynamic organisation.