**Job Description**

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| **Job title:** | Commercial and Procurement Administrator |
| **Grade:** | P1 |
| **Division:** | Finance and Commercial |
| **Reports to:*****(job title)*** | Head of Commercial and Procurement |

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| **JOB PURPOSE** |
| To support the Commercial and Procurement department in the provision of advice and guidance on commercial, procurement, contractual and export matters across the business and all MASS sites. |
| **KEY DUTIES AND RESPONSIBILITIES** |
| **Commercial*** Support in the preparation, drafting, review and negotiation of commercial agreements, including (but not limited to) NDAs, MoUs, Teaming Agreements, Software Licence Agreements;
* Provide commercial support to Business Development and Bid Management functions during the pursuit, preparation, submission and administration of bids and proposals;
* Provide commercial support to project teams during delivery phase of contracts, monitoring performance, commercial obligations and commercial risk;
* Support the Commercial Department during preparation, negotiation and signature of complex commercial agreements;
* Work with the Commercial team to provide continuous improvement to the function, using latest technologies, processes and procedures, to deliver a better service to the MASS business and increase effectiveness;
* Represent MASS and commercial function, supervised, at customer / supplier meetings;

**Procurement*** Support of the Procurement and subcontract management activity, negotiating with suppliers in placing orders for any company purchase requirements, with the aim to obtain the best price and conditions for MASS;
* Support to acceptance and receipt of ‘goods and services’. Ensure systems are updated by owners to record receipt;
* Work with the Commercial team to provide continuous improvement to the function, using latest technologies, processes and procedures, to deliver a better service to the MASS business and increase effectiveness;
* Support the management and maintaining of a MASS approved supplier database, in accordance with company processes;

**Export Control*** Understanding of export control legislation and guide/advise on all aspects relating to export requirements of the business;
* Control and apply for all relevant export licences / documentation;
* Undertake other tasks to support the Commercial department where required;
* Comply with Company policies and procedures (including the Business Management System);
* Adhere to the Company values.
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| **COMPETENCIES** |
| **General Profile*** Requires basic knowledge of principles and practices in an area of work
* Performs routine tasks using existing procedures
* Receives direction and guidance from more senior levels

**Job Function Knowledge*** Requires conceptual knowledge of theories, practices and procedures within own knowledge area

**Business Expertise*** Applies general knowledge and professionalism developed through education or past experience

**Leadership*** Accountable for own contributions

**Problem Solving*** Uses existing procedures to solve standard problems;
* Analyses information and standard practices to make judgements

**Impact*** Has limited impact on own work team;
* Works within standard procedures and practices to achieve objectives and meet deadlines

**Interpersonal Skills*** Exchanges straightforward information, asks questions and checks for understanding
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| **QUALIFICATIONS / EXPERIENCE** |
| **Essential**:* Experience in a commercial / contract / subcontract management capacity
* Proven experience of negotiating, managing and changing contracts and subcontracts
* Proven capability in forming and maintaining beneficial partnerships
* Understanding of basic business finance, profit and loss, margin and mark up, escalation, foreign exchange
* Excellent communication (written and oral) and interpersonal skills that enable building and maintain relationships with customers and colleagues
* Dynamic and tenacious, with strong interpersonal skills, with ability to influence and persuade others
* Ability to work unsupervised at times
* Ability to promote a culture best practice and excellence, sharing of knowledge within the commercial department and across the wider business
* Ability to obtain positive outcomes, with a strong desire to win business and adopt innovative approaches to winning new business
* Ability to obtain a UK security clearance (SC clearance required as a minimum)
* Proficient in Microsoft Office suite

**Desirable**:* Degree-qualified (or equivalent), ideally in Law or Business
* A good understanding of the Commercial and Legal aspects associated with contracting within the UK Defence industry (or similar sector)
* Understanding of Export Control and Compliance, including UK export and ITAR
* A desire to learn and self-improve
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**Declaration**

*“I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein”:*

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| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |