



Job Specification - External

Job Title	Commercial Manager
Department	Allied Protection/Precision Lifts
Location	Split between both businesses.
Reporting to	Managing Directors
Responsible for	Stand alone role

Overseeing all commercial activities of both businesses ensuring it maximises all opportunities for profit generation available to it.

Responsible for leading, managing and supporting all pre and post contract commercial activities.

Job Specification

Qualifications and experience:

- Educated to degree level or equivalent
- Hold a professional qualification in a relevant field
- Full clean driving license
- A building or legal related qualification – minimum HNC
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- Relevant industry experience and in depth knowledge of the market.
- Extensive knowledge of main standard forms of contract including NEC and JCT
- Commercial awareness of all stages of construction process, including estimating, buying schedules, valuation preparation, CVRs contract administration, Final Accounts
- Excellent business acumen
- Legal Knowledge
- Proficient in the use of Microsoft Office Packages including, Excel, Word, PowerPoint and Outlook
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- Decisiveness, excellent communicator, professional at all times and dedication to the role
- Excellent interpersonal and written skills
- Natural leader of people with excellent managerial and motivational skills
- Able to analyse current processes inefficiencies, in order to proactively problem solve
- Able to work extended hours on occasions when required
- Able to travel and stay in overnight accommodation if required.
- Possess excellent organisational skills
- Advanced negotiation skills
- Ability to interpret statistical data with ease
- Ability to work in a fast paced, pressurised environment



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Responsibilities:

General Duties/Key Responsibilities:

- Implementing strategies to drive revenue and ultimately divisional growth
- Produce a divisional commercial strategy in order to improve margin
- Review the business with the Operational and Managing Directors on a regular basis in order to keep on top of issues and strategically plan for achievement of the business goals
- Ensure that commercial opportunity is optimised and converted as appropriate
- Assessing the risks to the business of any new commercial opportunities
- Take responsibility for a projects commercial performance
- Measure the performance of all contracts on a monthly basis using agreed targets against the business goals and take action over any divergences.
- Ensuring the integrity of the Division' reporting results, accuracy of forecasts, timely and effective compilation of Company reports
- Provide leadership and support for the team including recruitment, induction, performance management, managing attendance and team development
- Ensure that the department follows the set procedure for the business
- Ensure any commercial threats to Projects/the Company are identified swiftly and effective counter measures are implemented
- Keep the Divisional Director informed of any significant issues that are likely to damage the company
- Regular review of margin achieved and taking any action required in order to meet or exceed the business goals and improve the margins.
- Reporting to the Divisional Director monthly on the Divisional Commercial Performance
- Ensure projects are not started without valid and acceptable contract documents and /or letters of intent and utilising the assistance of the Divisional Director where appropriate
- Ensure F/A's closed down within target periods
- Dealing with contractual disputes in conjunction with the Divisional Director including taking legal advice where appropriate and approved
- Ensuring cash flows are produced monthly
- Ensuring that cost plans are produced for every job and used to maximise margin
- Setting of targets for margins in conjunction with the Divisional Director
- Prevention of losses
- Reviewing valuations against cash flows and taking the appropriate action
- Ensuring that the best practice consistently prevails throughout the Division's activities principally within the Estimating, Surveying, Purchasing and Planning disciplines.
- Ensuring the cultivation of long term effective trading relationships

What We Offer:

- Competitive package
- Holidays
- Car Allowance
- Other benefits