



RECRUITMENT

REFERENCE NUMBER:	COMOFF0718
JOB TITLE:	Commercial Officer
LOCATION:	Denham, Middlesex

Martin-Baker is the world's leading manufacturer of ejection seats and related equipment.

It is the only company that can offer a fully integrated escape system that satisfies the very latest in pilot operational capability and safety standards. Martin-Baker offers a complete 'end-to-end service', from helping the customer to establish operational safety and escape requirements, including design, development and qualification, to on-going support throughout the entire service life of the aircraft.

DEPARTMENT NAME:	Commercial
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JOB DESCRIPTION

A vacancy has arisen for a Commercial Officer in the Commercial Operations department at the Denham site. The role holder is responsible for the effective commercial account management of allocated customer accounts, with particular focus on bid and proposal preparation in accordance with Company procedures, contract management and customer relationship management.

The main areas of responsibility are:

- Bid and Proposal preparation – preparation of proposals for seats, spares and support equipment.
- Customer Relationships – to build and maintain professional and mutually beneficial customer relationships and be the focal point for customer enquiries.
- Contract Management – to ensure flow-down of contract requirements to internal departments in a timely fashion.
- Contract Negotiation – to negotiate new contracts and changes to existing contracts.
- Contract Administration – preparation of order loading instructions, order change instructions and order book management including customer reports.

This challenging role will require a self-motivated individual, who has the ability to work to meet deadlines and demonstrate self-confidence when communicating at all levels within Martin-Baker and with Senior Customer Representatives. Candidates should be highly literate and numerate, with a high-level of attention to detail, with strong IT skills, and have the adaptability and willingness to learn new procedures.

EDUCATION & QUALIFICATIONS:

- Ideally qualified to degree level in a Business, Law or Engineering Discipline.

PERSON SPECIFICATION:

- Confident, self-motivated, professional individual with a high level of customer focus.
- The ability to build and develop relationships within Martin-Baker and with customers.
- Commercially aware, able to identify and mitigate risks to the business.
- High attention to detail.

SPECIFIC/TECHNICAL SKILLS

- Strong literacy and numeracy, able to present professional written offers to customers.
- High level of IT skills, confident user of Outlook, Word and Excel.

KNOWLEDGE & EXPERIENCE

- Prior experience in a Contracts/Commercial role within the aerospace/defence industry would be a benefit but individuals with experience in other industries would be considered if they can demonstrate transferable skills.

For all successful candidates, Martin-Baker will undertake background security checks. As part of this, we will need to confirm your identity, employment history and address history to cover the past five years as well as your nationality, immigration status and criminal record. For positions that require Security Clearance, the successful candidate must hold or be willing to obtain security clearance up to the relevant level for the role.

TO APPLY:

recruitment@martin-baker.co.uk Quoting the REFERENCE NUMBER ABOVE and Salary Expectations