



RECRUITMENT

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| REFERENCE NUMBER: | CONMAN1218 |
| JOB TITLE: | Contracts Manager (Rest of the World Group) |
| 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.

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| DEPARTMENT NAME: | Commercial |
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JOB DESCRIPTION

A vacancy has arisen for a Contracts Manager working in the Rest of the World Group in Commercial Department in Denham.

The purpose of the position is to be responsible for the effective commercial account management of allocated customer accounts and those of direct reports, with particular focus on:

- bid and proposal preparation in accordance with Company procedures, both competitive and sole source;
- contract management administration
- debt management.
- customer relationship management

AREAS OF RESPONSIBILITY:

- Customer relationships – to build and maintain professional and mutually beneficial customer relationships, the focal point for customer queries (generally customer's procurement team).
- New business / business development – to possess a detailed understanding of customer needs in order to support the identification of business opportunities.
- Debt management – monitor debt status and follow through as appropriate.
- Team management – Team Deputy responsibility for small team of Commercial /Senior Commercial Officers including but not limited to recruitment, development, performance management/objective setting as delegated by the Commercial Manager.
- Bid negotiation and preparation – preparation of routine bids including spares and support equipment using SAP data, proposals and / or quotations; preparation of major bids, proposals and quotations for review and approval form part of cross functional project team in proposal / tender situation.
- Efficient management of contract administration including invoice management, customer reports etc.
- Negotiation of contract, changes and associated terms with allocated customer accounts up to specified authority levels and in accordance with the approved bid terms.

- Contract management - ensure any new and / or updated customer requirements are known and understood by relevant Department managers in a timely fashion.
- SAP – preparation of accurate SAP data entry instructions.
- Represent the Department and / or Company internally and externally as required both in UK and elsewhere.

SECONDARY ACTIVITIES/TASKS:

- To undertake any other duties and responsibilities as required instructed in order to maintain and/or improve the efficiency, quality and service provided by the Commercial Department.
- To undertake business travel abroad or within the UK as and when required.

SPECIFIC / TECHNICAL SKILLS:

- Strong numerical data manipulation skills.
- Well developed skill in the application of English in terms of both grammar and vocabulary.
- Contract negotiation experience.
- Strong customer liaison/relationship expertise. Excellent presentation and communication skill.
- Solid commercial acumen & organisational risk management.
- Strong MS Office expertise.

- HIGHLY DESIRABLE
- Experience of communications with customers whose first language is not English.

- DESIRABLE
- User knowledge of SAP

PERSON SPECIFICATION:

- Relationship building/development.
- Judgement.
- Diplomacy & tact.
- People management
- Ability to act and negotiate whilst overseas with minimal support
- Attention to detail.
- Resilience.
- Ability to cope with bureaucratic customer processes.
- Continuous learning.

EDUCATION QUALIFICATIONS / RELEVANT PROFESSIONAL MEMBERSHIPS:

- Degree or equivalent level (preferably in Law, Business Management, Finance, Engineering, etc.)
- IACCM Accreditation

EXPERIENCE & KNOWLEDGE:

- Thorough knowledge of Aerospace/Defence or similar sector.
- Team Deputy- management experience.
- In depth knowledge in a number of the following -:
 - Procurement procedures and practices in appropriate regions, principles of contract structures, contractual terms & conditions, contract law, Agreements, Sub-contracting, bid management, pricing techniques, escalation factors and indices, exchange rates and forward exchange deals, bank guarantees, letters of credit, export financing, principles of export control, export shipping terms.

DESIRABLE

- Intricate and demonstrable knowledge of procurement and contracting procedures for and Commercial Contract Management of Aerospace and Defence customers in Pakistan, and the Gulf States.

- Experience of travel to Pakistan and the Gulf States on business.
- Experience of dealing with aerospace and defence customers in Pakistan and the Gulf States.

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