

Commercial & Business Operations Assistant

Net Consulting (NCL) have an excellent opportunity for a Commercial & Business Operations (C&BO) Assistant to join our Commercial and Business Operations team.

The purpose of the role is to provide dedicated Commercial & Business Operations support to Net Consulting's internal & external stakeholders in a fast-paced and challenging environment.

NCL provide managed services to the public and private sectors, helping organisations perform optimally and securely. We are at the heart of supporting the Ministry of Defence deliver their digital backbone and unleash the power of Defence's data.

Key Accountabilities & Responsibilities

- Responsible for providing support and assistance regarding all Commercial & Business Operations activities, including support relating to Proposals/Bids/Quotations and Frameworks
- To act as a Commercial & Business Operations point-of-contact for Net Consulting's Defence & Enterprise Teams
- Work effectively with the Commercial & Business Operations Team to implement Best Practice initiatives
- Support the forecasting of resource requirements against current & future contracts, (including utilisation management information)
- Oversight of partnerships with technology partners, suppliers, and distributors
- To support Net Consulting's Resourcing Manager with Recruitment and Resourcing across NCL, including Training & Accreditations (*whilst this falls within the C&BO function*)
- Responsible for Purchase Order and Invoicing Requests. Work closely with the Accounts & Finance Team to ensure alignment of Procurement and Invoicing
- Operational/Day-to-Day Commercial & Business Operations support
- Responsible for input into the development of cross-departmental processes and procedures, including Krow, ISOs and CSATs.
- To facilitate the communication between the Sales, Commercial & Business Operations and Finance/Admin departments
- To organise and contribute to meetings with various internal and external stakeholders in order to drive and influence successful Commercial & Business Operations activities
- To manage Commercial & Business Operations documentation
- To assist in the management of business opportunities and records (Salesforce)
- To maintain relationships with all supply chain stakeholders
- To provide input into Net Consulting's Corporate Social Responsibility initiatives, including Net Consulting's chosen Charity
- To support the development of cross-departmental Commercial & Business Operations processes and procedures

Person Specification

- Bachelor's Degree in Business/Finance/Law or Related Degree
- Confident approach to work independently
 - Autonomous, hands-on attitude, likes to take ownership from beginning to end
 - Comfortable in the ability to work independently
 - Proven ability to comply within processes and procedures
- Strong Commercial & Business Acumen
 - Including complex commercial strategies; compliance with public procurement regulations; competition; tendering & contracting and commercial risk.
 - Be involved, directly or in an oversight capacity, in all strategic and complex commercial activities & issues
- Strong People Skills
 - A high degree of client focus and customer/supplier relationship management skills
 - Effective cross-functional communication skills
 - Ability to develop effective working relationships with all key Internal & External Stakeholders
- Autonomy
 - Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes
 - Accountable to the Head of Commercial & Business Operations
- Strong ability to work in a fast-paced and challenging environment
 - Ability to cope under pressure within time/mission critical deadlines

Company Benefits & Perks

- Competitive Salary
- Workplace Benefits: Contributory Pension Scheme, Private Medical Insurance, Life Assurance, Critical Illness Cover, Health & Wellbeing
- 25 Days' Annual Leave (in addition to Bank Holidays)
- Performance Bonuses (Personal & Company)
- Excellent Career Progression Opportunities

