

Job Description

Commercial & Business Operations Officer

Short Description of Role

The purpose of the role is to provide dedicated Commercial & Business Operations support to Net Consulting's internal & external stakeholders. The role will provide high quality bid management for bids of varying scale and complexity across our Enterprise & Defence divisions.

Responsibilities and Duties

- Support a range of Commercial activities, including:
 - Bids and Proposals
 - Framework Management
 - Supporting On-Contract Commercial Activity
 - Supporting New Business Commercial Activity
- Provide support to existing contracts and new business opportunities in a fast-paced and challenging environment
- To act as a Commercial & Business Operations point-of-contact for Net Consulting's Defence & Enterprise Teams
- Draft, review, negotiate and conclude a range of commercial agreements, including customer and supplier agreements, non-disclosure agreements, teaming agreements, confidentiality agreements and licence agreements
- 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 the compliance of Partnerships, including Training & Accreditations
- 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 management
- Responsible for input into the development of cross-departmental processes and procedures, including ISO 9001/27001, CSATs.

Working Environment

The role is primarily based in the Cardiff head-office, with occasional UK travel required to attend customer and supplier meetings.

Company Benefits

- 25 days holiday per annum (pro rata, excluding Bank Holidays)
- Benefit Options (Contributory Pension Scheme, Private Medical Insurance, Life Assurance, Health & Wellbeing)
- Critical Illness Cover
- Long-term Career Prospects