



## **Head of Commercial Management**

We are an established and rapidly growing company in the Aviation MRO sector looking for an experienced and motivated candidate to be our Head of Commercial Management (HCM). The HCM will support and manage a cross-functional team that handles all commercial related matters with specialization in RFQ response, and contracts negotiation with customers. Through winning RFQ bids, the HCM plays a key role in capturing new businesses while being competitive. The HCM will also gain exposure to negotiate complex multi-million dollar contracts. Successful candidates for the HCM is meticulous, and will have great communication, leadership, project management, and analytical skills.

### **Roles & Responsibilities**

- Support and manage a cross-functional team that specializes in RFQ response and contract negotiation
- Draft, review and propose revisions to new contracts and commercial letters with customers with support from Legal
- Assess and mitigate contractual and commercial risks
- Provide leadership support for customers' RFQ requests before deadline
- Focal point for communications with customers and/ or internal stakeholders on commercial matters including resolving invoice disputes, warranty claims and other commercial issues in line with current contractual agreements
- Prepare periodic reports on company's performance
- Continuously and proactively review and improve processes
- Deputy for Manager of Commercial and Customer Business where required
- Other related duties as assigned

### **Requirement**

- 3 years' experience in similar role
- Meticulous, accurate and detail oriented (key attributes required)
- Strong analytical skills, comfortable with analyzing high volume of data, and able to solve problems and make sound decisions independently
- Good leadership and management skills
- Team player with excellent communication and presentation skills and ability to communicate with staff of all levels
- Good time and project management skills including ability to prioritize, multitask and work in a fast paced and deadline-driven office environment
- Responsible, proactive and results oriented
- Proficient user of Microsoft Office (Excel, PowerPoint and Word)
- Possess a Degree (Engineering or Business preferred)