



Senior Commercial Executive (Contracts)

Roles & Responsibilities

- Work with Legal to draft, review and propose revisions to new contracts and commercial letters with customers
- Assess and manage contractual and commercial risks
- Support Head of Commercial Management in high value contracts and pricing negotiations
- Brief internal stakeholders on contractual obligations
- 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 Head of Commercial Management where required
- Other related duties as assigned

Requirement

- 2 to 5 years' experience in contracts review and negotiation
- Meticulous, accurate and detail oriented (key attributes required)
- Strong analytical skills, comfortable with analyzing high volume of data, and able to make sound decisions independently
- 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)

(Only short-listed candidates will be notified)