



## **Senior Commercial Executive**

### **Roles & Responsibilities**

- Support Principal Commercial Executive in contract negotiations that include working with internal stakeholders (e.g. Legal) to draft, review, and/ or propose revisions to new contracts or commercial letters with customers
- Resolve commercial issues (including invoice disputes, warranty claims etc) with customers and/ or internal stakeholders
- Provide administrative support to the Commercial department (e.g. reports creation, credit notes, contract administration etc)
- Provide secondary support to Commercial Manager in customers' RFQ requests (e.g. pricing proposal and project management) where required
- Work closely with internal stakeholders on the approval processes and obtain supporting documents
- Brief internal stakeholders on contractual obligations of new contracts
- Arrange for signatures in accordance to the organisation's policies and guidelines
- Other related duties or projects as requested by the Commercial Manager

### **Requirements**

- Degree (preferably in Business, Engineering or Law) with 2 years of contracts review and negotiation experience
- Meticulous, accurate and detail-oriented
- Good project management skills (e.g. results-oriented, self-driven, and focused)
- Team player with excellent communication and presentation skills and ability to communicate with staff of all levels
- Strong analytical skills, comfortable with analysing high volumes of data, and able to make sound decisions independently
- Proficient in Microsoft Office, particularly in Word and Excel

*(Only short-listed candidates will be notified)*