

Assistant Commercial Manager

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Company: OCS

Location: London Area

Category: other-general

Job Reference: /LE/16-02/1071/12 Job Title: Assistant Commercial Manager Location:

London Salary: Competitive Hours per week: Monday to Friday - 40 hours per week

Business Overview Atalian Servest and OCS have merged to create a new organisation, the OCS Group UK & Ireland. We are a leading facilities management company providing a range of both standalone and integrated services including cleaning, catering, security, technical services, energy management and compliance, front of house, landscaping, logistics, waste management and pest control services. The company has a turnover of £1.5bn and operates across the UK and Ireland with 50,000 colleagues delivering innovative award-winning services to the private and public sectors and supporting the local communities in which it operates.

Job Overview We are currently recruiting for Assistant Commercial Manager to join our passionate and driven team based at our client's site in London region. The Assistant Commercial Manager will report to the Commercial Manager with an objective of being the initial go to contact for contractual and commercial queries on a high-profile Hard Services Facilities Management account. This role will play a pivotal part in the day-to-day running and overall success of the Contract. The role will also involve supporting other Contracts within the Commercial Manager's portfolio when necessary.

Key Responsibilities: Commercial & Financial Performance Understanding the Contract, ensuring that basic variations are captured and priced in order to maximise revenue. Management of a shared commercial email inbox i.e., to act as the first point of contact for the operations team. Provide validation support to the Commercial Admin team regarding WIP queries and Application for Payment submissions. Validation also required for

PO raising and chargeable quotations. Management of the PPM purchase order tracker. Supporting the Procurement lead in reviewing PPM PO costs with subsequent identification of potential cost savings. Main supplier liaison regarding payment terms and queries. Customer Be able to understand and communicate certain obligations of the Contract in support of the Commercial Manager. Justify viewpoints via contractual clauses when necessary. Support client initiatives and projects. Contribute towards resolving contractual issues and disputes. Support contract negotiation processes with client commercial team as required. Ensure the timely provision of commercial reports. Risk Management Assess, record and advise managers on risks and opportunities that may influence financial performance. Recognise situations in which a Risk Notice may be required. Generate and submit basic Risk Notices in support of the Commercial Manager. Day to day management of the Contract Commercial Risk Register. About You: Applicants must have the right to work in the UK Relevant experience of working on a facilities management contract. Bachelors degree/equivalent in, or studying towards, Finance/Accounting, or Quantity Surveying. Experience of negotiating contract variations to successful close out. Be able to communicate effectively with a multitude of stakeholders, both verbally and written – Account Director, Cluster Managers, other OCS functions, clients, suppliers. Adequate Microsoft Excel competency - pivots, trackers, tables, functions, calculations Benefits Wide range of retail discounts Discounted gym membership Join our Cycle to Work scheme Access to “CHROMA”, our internal colleague-led diversity and inclusion community – join a committee or take part in our events Access to internal Mental Health First Aiders Immediate access to “Opportunity” our internal Learning and Development platform Required professional membership fees paid for Win monthly Superstar Awards How to apply If you are interested to join a business that encourages professional development, career progression and the chance to work with inspirational people then please click apply! Alternatively, if you know someone whom you feel would be a good fit for this vacancy, click the link below to refer them and you could win up to £500! (T&Cs apply) <https://app.smartsheet.com/b/form/f3343c912a8643b69cfdc89dc2bbba8f>

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