

Commercial Assistant

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Company: Camino Partners Ltd

Location: London Area

Category: other-general

Commercial Assistant Sutton (Onsite)£30k-£35kA client of mine is looking for a Commercial Assistant to support and facilitate the smooth functioning of the commercial operations under the direction of the Group Head of Legal & Commercial. This is an extremely exciting time to join this business as they have just doubled their contractor book which is how this vacancy has come about - they are super busy and need a driven individual to come and add to their success!The role:Support and own partner procurement activities by onboarding and regular review of approved partners.Liaise with partner suppliers to ensure partner compliance and service delivery.Support with the preparation, review, and administration of contracts and agreements.Maintain contract databases and ensure compliance with contractual terms.Support in drafting contract amendments and renewals as necessary.Involvement in key group forums to actively contribute and influence business strategy and risk mitigation.Participate in meetings and presentations with potential clients or partners.Provide general administrative support such as scheduling meetings, preparing reports, and handling correspondence.Maintain organised filing systems and document repositories.CRM kept up to date with partner and client developments.Handle ad-hoc tasks and projects as assigned by the commercial management.About you:Proven experience in a similar role, preferably within legal, commercial or contracts department.Understanding of commercial processes, including sales, procurement and contract management.Proficient in MS office suite and familiar with CRM software.Understanding of general contractual clauses and documents such as Non-Disclosure Agreements.If this seems like the right opportunity for you then please reach out today!

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