

JOB DESCRIPTION

Department: Commercial

Location: United Kingdom (flexible)

Job Title: Commercial Development Manager

Reporting to: Offshore Director

Dated: 01 st September 2022

1. Main Purpose of Role

Reporting to the Offshore Director, the Commercial Development Manager will work closely with the commercial team to ensure timely responses to quotation requests and tenders, support with the smooth on-boarding of new clients and support the Offshore Director with key rates and market analysis and team reporting.

2. Key Tasks and Responsibilities

New Business Conversion

- Ensure all leads and enquiries are proactively responded to and ensure quotations and tenders are submitted in an accurate and timely manner
- Handle all key strategic quotes / tenders including those for strategic global clients, new territories, new product lines etc.
- Regularly follow up on all leads and ensure CRM database is kept updated to ensure regular and accurate sales pipeline reporting
- Expand the Offshore Sales database by developing contacts and relationships via social media, marketing, email and telephone contact

Rates Management

- Build, maintain and analyse rates across the group to ensure consistent rates are submitted to clients that take into account all local and international costings
- Liaise with operations team to ensure Business Development Managers are kept up to date with latest costs and rates in their region for quotation purposes

Contract & Client Development

- Support with client negotiations, successful tenders and quotations to develop accurate contracts capturing all elements of project design
- Support operations team with contract and rate renewals to ensure 100% contractual compliance across the business
- When necessary attend client meetings to negotiate contractual matters arising

Market Research & Reporting

- Work alongside the Offshore Director and Global Operations Manager to support in the on-boarding of new marketing partners and resolve disputes arising with existing partners
- Keep abreast of market trends, research new markets, territories, product lines and support Offshore Director with the production of reports designed to help guide the company's commercial strategy
- Support the Offshore Director and Business Development Managers with market analysis and the identification of new business opportunities in the offshore sector
- Ensure that relevant market intelligence is shared with the Offshore Director, Business Development Managers and other relevant personnel / teams

General

- Liaise with other departments and the VP/Managing Director to arrange to position equipment to or from region to maximise profit for the Company
- Work with Operations as necessary, to ensure all transport and positioning requirements meet customer expectations and company requirements
- Undertake any other reasonable management request, which may from time to time be reasonably required
- Undertake any prescribed training, either formal or on the job, as required by Cargostore

3. Person Specification

Criteria	Standard	Essential/ Desirable
Work Experience	10 years' experience in commercial side of offshore logistics, materials management, base operations support or similar	Desirable
Qualifications/ Skills	Batchelor's degree in logistics or industry related training in commercial contracting and tendering	Desirable
	Experience of DNV Cargo Carrying Units (CCUs) & ISO containers	Desirable
	High standard of PC literacy, specifically Microsoft Office	Essential
	Knowledge of other IT systems, namely, Real Asset Management	Desirable
	Excellent communication and interpersonal skills.	Essential
	Excellent planning, organisation and problem solving skills	Essential
	Excellent attention to detail in all aspects of role	Essential
Personal Attributes	Self-motivated, flexible and enthusiastic approach to work	Essential
	Detail oriented	Essential
	Ability to work as part of a team	Essential
	Ability to multi-task	Essential
	Updating skills and knowledge and responding positively to change	Essential
	Demonstrates a strong work ethic: dedicated and committed	Essential
	Planning ahead and monitoring results to identify what needs to change.	Essential
	Ability to prioritise work, meet deadlines and work calmly under pressure.	Essential

Note: This job description is a guide to the principal duties of the job at the date shown. It does not form part of the Contract of Employment.