

Job Title: Project Commercial Manager	Department: Operations
Reporting to: Project Director /Commercial Director	Location: Site based – Ardersier, Inverness
Main objective of the position: To be the person responsible for all commercial matters associated with the Project.	
Key Responsibilities <ul style="list-style-type: none"> ▪ Commercial management / contract administration of the project; ▪ Work closely with the Project Director on commercial matters; ▪ Senior level reporting to the Directors; ▪ Management of small commercial team; ▪ To the extent possible, manage the Commercial aspects of the project to enable it to be completed on time, within budget and to the correct standards; ▪ Preparation of payment applications and internal cash flow reporting; ▪ Preparation and operation of sub-contracts and supplier agreements; ▪ On-going cost reporting for the allocation project; ▪ Preparing quotations, claims, assessments, and forecasts for future work; ▪ Regular liaison with the project teams to ensure Bauer’s rights for compensation events or claims are upheld; ▪ Daily liaison with the Client to ensure excellent relationships are built and maintained, and issues identified and resolved where possible, primarily with the Commercial team. 	
Tasks <ul style="list-style-type: none"> ▪ Weekly and monthly reporting to the Directors and as per the Clients requirements; ▪ Administration of NEC4 contract; ▪ Tracking project performance and data; ▪ Working with the team to collate data; ▪ Analysis of data; ▪ Preparation of forecasts; ▪ Maintaining contract records and correspondence; ▪ Effective administration of contracts and sub-contracts with Clients and Suppliers; ▪ Assist with the negotiation, development and closure of contracts and sub-contracts as required; ▪ Submit the weekly cost control report on time – includes a detailed review of the project costings and update the project progress and forecast details; 	
Skills and abilities: <ul style="list-style-type: none"> ▪ Strong work ethic, takes personal responsibility for their work, meets deadlines, sets the right example for others, and displays honesty and integrity; ▪ Natural problem solver; ▪ Effective communication skills including writing reports and presenting; ▪ Positive attitude, constructive thinking and able to adjust to change; ▪ Attention to detail, with an enquiring mind, not afraid to ask questions, seek assistance or challenge; ▪ Work within rules and regulations of professional competence and code of conduct as defined by a professional institution. ▪ Apply attributes of equality and diversity to meet the requirements of fairness at work. 	

Minimum Requirements:

- Proven experience in a similar and varied roles;
- Relevant degree qualification;
- Good knowledge and operating experience of NEC forms of contract;
- Excellent IT skills (Microsoft Excel & Word);
- Full driving licence;
- Experience in a Civil or Geotechnical engineering and contracting sectors.

Behaviours:

- Know and work in accordance with the “BAUER Values”.