Job Description

West White Rose CGS Project

Name:	COMMERCIAL MANAGER
Department:	PROJECT CONTROLS
Reports To:	PROJECT CONTROLS MANAGER

RESPONSIBILITIES

The Commercial Manager (CM) will:

- Must be at the forefront of leading and supporting the business in achieving its goals, while managing and balancing business risk.
- Maintain the strictest of confidence as this role requires access to confidential information to support medium and long-term financial analysis and planning.

MAIN TASKS AND DELIVERABLES

- Collaborates with proposal teams in the proposal strategy development and in the preparation and review of proposals, commercial contracts, subcontracts and other agreements.
- Identifies and analyzes potential commercial risks and liabilities associated with proposals, ongoing projects and supplier agreements.
- Interfaces with internal stakeholders as required, including technical, risk assessment, legal, cost estimating, insurance, bond, taxation, treasury and finance functions.
- Interfaces with the client. Must be able to deal with the client on delicate matters tactfully and professionally while protecting SNC-Lavalin's interests
- Provides commercial support in contract administration and in the preparation of narratives and entitlement documentation and the resolution of claims.
- Works closely with the procurement manager to ensure flow down of the prime contract terms to other related contracts on ongoing projects.
- Access to confidential information to support medium and long term financial analysis and planning.
- Assists the project teams in the understanding and interpretation of the contract language.
- Attends steering committee meetings between SNC-Lavalin and other partners and prepares minutes of meeting recording agreed decisions and actions going forward.

QUALIFICATIONS

- University degree in Engineering, Finance or Law, or an MBA, with at least experience in a similar role in a construction or high technology industry. Formal training in contract law or contract administration is an asset.
- Experience in commercial governance, bidding, contract management and project delivery.
- Proven ability to organize, set priorities and handle multiple complex tasks at one time consistent with corporate processes.
- Understanding of client and client organizations, objectives, personnel, and environments.
- Ability to reconcile usually disparate objectives of buyer and seller as contracting parties.
- Superior communication and writing skills.
- Demonstrated ability to work independently and take the initiative.

- Strong administrative and organizational skills.
- Experience in communicating with various stakeholder groups from internal project staff to clients, subcontractors and the executive team.
- Ability to effectively present information at both detail and summary level. Ability to interact with executive management and operational level staff.
- Degree or college diploma or equivalent combination of relevant education and applicable work related experience.
- Experience working with business applications (budget, business plans and quotations).
- Experience working in purchasing or contract management systems
- Strong skills in Excel and basic Microsoft Office programs
- Familiarity with construction commercial processes
- Excellent writing skills
- Keen attention to detail
- Strong analytical and organizational skills
- Ability to work with varying seniority levels, including staff, managers and external partners
- Willingness to periodically travel to the Argentia, NL site
- Project experience considered an asset.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.