

# Job Description

West White Rose CGS Project



SINC-LAVALIN DRAGADOS PENNECON

<b>Name:</b>	COMMERCIAL LEAD
<b>Department:</b>	FINANCE
<b>Reports To:</b>	FINANCE MANAGER

## RESPONSIBILITIES

The Commercial Lead (CL) will:

- Provide advice, analysis and presentations to the senior leadership of the Commercial Management team and other senior leaders and partners as needed.

## 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.
- Assist the Finance Manager in identifying and analyzing 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 SDP's and partner interests
- Help to provide 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 SDP 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 oil and gas 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.

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- 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.
- 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
- 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.