

Commercial Officer

REPORTING TO: Head of Contracts (UK Defence)

LOCATION: Shipley, West Yorkshire

Teledyne are looking for a Commercial Officer to join their existing Contracts Team. In this role you will be responsible for assisting Head of Contracts in managing contracts and contract negotiations on behalf of the senior management team and their functions in accordance with appropriate UK and US laws and Teledyne Corporate policy.

Main responsibilities for this role are:

- Provide commercial advice to the business which supports the delivery of the Teledyne business plan and at all times commercially protects the best interests of the company
- Provide commercial and contractual input on the preparation and submission of quotations and proposal documents covering all commercial aspects (principally on terms and conditions) in order to minimise risk to the company in accordance with Teledyne Corporate policy
- Undertake commercial and contractual negotiations with customers and suppliers in conjunction with sales, bid, project and procurement teams
- Audit to ensure all commercial and contractual practices are in accordance with Teledyne Corporate policy. This includes support to any Corporate Internal Audit site visit
- Notify the Head of Contracts of any commercial and contractual updates with recommendations and local actions to implement
- Create effective working relationships, functionally and cross-functionally, across a matrix organisation in order to deliver outstanding results, including ensuring strong interactions with other compliance and commercial services functions such as Intellectual Property, Export compliance and Security
- Review, negotiate and conclude a range of agreements, including customer and supplier agreements, non-disclosure agreements, loan agreements and channel partner agreements
- Work with the business divisions and other key stakeholders to raise commercial awareness and ensure full visibility of and adherence to the Teledyne corporate policy requirements
- Ensure high quality customer service to both internal and external customers be maintained at all times and maintain all records and documents accurately and effectively
- Be available to offer advice and assistance to other Teledyne entities as required by the Head of Contracts

The successful candidate will be able to satisfy the following requirements:

- Relevant degree
- Experience in a relevant business or commercial role
- An ability to work with standard and non-standard forms of contract and commercial clauses
- Experience in leading contract negotiations
- An ability to manage workloads
- Strong communication and interpersonal skills
- Knowledge of contract law
- Ability to draft contracts
- Ability to work under own initiative

How to apply:

Please forward your CV to Janette Pattison, Recruitment Manager, Teledyne Defence & Space, Airedale House, Acorn Park, Shipley, West Yorkshire BD17 7SW or via email: janette.pattison@teledyne.com