

Job Title:	Contracts and Proposals Analyst
Location:	Aberdeen
Responsible To:	Contracts and Proposals Lead
Direct Reports:	None
Review Date & Rev No	January 2024

Purpose of Job:	As determined by the Marketing and Proposals Manager, to provide contract and proposal support to all UK and International branches.
Key Areas of Responsibility:	<ul style="list-style-type: none"> To become one of the main focal points for the review of terms and conditions and highlight any areas of concern for consideration. To manage a register for frame agreements, contract renewals, proposals, pre-qualifications and tenders and ensure they are kept up to date at all times within the filing system and SUGAR CRM. To manage and keep up to date the Contracts and Proposal filing system and provide any improvements and recommendations to its execution. To be responsible for flagging up the renewal of contracts and frame agreements and ensure the Account Managers are informed of renewal deadlines 3-6 months in advance. To co-ordinate and manage the submission of vendor questionnaires, pre-qualification and tender documents with the relevant interfaces and ensure that all enquiries are logged. To review and advise in regards to terms and conditions clauses To introduce new processes and procedures to help improve workflow between all parties involved (Sales, Projects, HIM) and instill a professional way of working i.e. responsibilities/compliance matrix, better flow of information, meeting requests. To provide contract and pricing analysis support to Marketing and Proposals Manager and sales team for customer reviews, fixed price proposals and tenders. To ensure contract extensions and price structure amendments are monitored, recorded and entered into Syspro accordingly. To remain knowledgeable about the FPAL vendor process and ensure our Company profile is kept up to date. To action OLAP report requests for the Sales Team, Chief Commercial Officer and Marketing and Proposals Manager. To provide any ad hoc reporting for Chief Commercial Officer and Marketing and Proposals Manager.
Interfaces (Internal/External):	<p>Internal:</p> <p>Chief Commercial Officer Marketing and Proposals Manager Contracts and Proposals Lead Department Heads Customer Account Managers</p> <p>External: Customer Buyers, and Supply Chain Managers, Insurance Broker, Company External Lawyers, Industry Bodies, Company Bank</p>

Qualifications:	<i>Essential</i>	<i>Desirable</i>
	Contract / Business qualification	
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	Experience in a contracts / sales department role of compiling proposal / tender responses	Previous Experience of Contracts used in the Oil and Gas Industry
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	<p>Knowledge of standard tender formats issued & key clauses to look out for. In response, the ability to compile a document which meets the specific requirements set</p> <p>The ability to identify any key legal issues which require review and provide appropriate comments for consideration prior to tender response</p> <p>Ability to review, make recommendations and pass for approval Commercial conditions for inclusion in Customer Proposals / Tenders.</p> <p>Ability to prioritise, work under pressure and execute a brief</p> <p>Excellent organizational skills, communication skills – written and verbal - and attention to detail are essential to this role</p> <p>To demonstrate excellent numerical and analytical skills</p> <p>Possess a positive attitude, drive, energy and enthusiasm to perform well</p> <p>IT Skills – Database Management, Word, Excel, Powerpoint. SUGAR CRM</p>	

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests If the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: _____

Date: _____

Name in Capitals ()

Signature of Manager: _____

Date: _____

Name in Capitals ()

