

JOB ADVERT

A permanent **Commercial Project Coordinator** role, based at **Portishead, North Somerset**.

Your new company

Osprey is a great, British, multi-mode logistics provider. Now in our 30th year, our people find the right approach, the right combination of technical expertise and equipment to achieve the safest, most efficient transport and installation of critical infrastructure. We've shaped our business with family values and concentrate on building long-term reliable relationships. We're independent and impactful, delivering the UK's low-carbon energy infrastructure.

Meet the Osprey Team



We transport and install the largest structures and critical assets needed to build and renew major infrastructure, from a new 5,000te railway bridge, to the UK's first civil nuclear reactor in a generation. With a maritime vessel-owning heritage, a large domestic SPMT fleet and some of the heaviest lift cranes and installation equipment, we are committed to delivering on our promises, on schedule.

Your new role

The **Commercial Project Coordinator** will be responsible for the management and administration of the commercial contract for the Nuclear Workstream. Providing support for Nuclear projects from the start of the bid process, during the tender stage through to close-out of projects, ensuring that at all times the company's governance and any contract-specific requirements are adhered to.

Our teams deliver projects like this:



The **Commercial Project Coordinator** is accountable for:

- 🕒 **CRM Management** – Work with project managers and commercial leads to ensure the updating and maintenance of records within the CRM system. Liaise with clients to gain updates on tender progression and work collaboratively both internally and externally to progress opportunities through the pipeline lifecycle in CRM.
- 🕒 **CRM Insights** – Use CRM MI to understand conversion rates on tenders and work alongside senior project managers and commercial leads to ensure we are tendering the right jobs, and gain learning from any bids not won.
- 🕒 **External Portals** – Work with project managers and commercial leads to ensure regular reviews of external client portals for future opportunities are logged and explored the project pipeline.
- 🕒 **Pipeline Modelling** – Drive pipeline. Utilise information within the CRM database to inform sales strategy and generate Management Information (MI) for key stakeholders. Maintain the forecast utilisation plan for resources (assets and crew) in conjunction with the Senior Project Manager to inform the commercial leads where there are revenue gaps to fill.



- **Bid Management** – Control tower for sourcing solutions and presenting to clients. Assist in pricing opportunities with senior project managers and commercial leads. Review RFQ's and collate bid documentation as required.
- **Key Client Management** – Work with project managers and commercial leads to ensure Osprey's approved supplier status is maintained and necessary documentation is provided where appropriate to the client, i.e. updated Insurance documents. Ensure corporate internal records are maintained and updated promptly.
- **Internal Finance Liaison** – Work with Osprey's financial team to ensure the required financial records are provided and maintained, working collaboratively with Financial Stakeholders to ensure compliance, governance & ad hoc financial requests are adhered to and completed.
- **Quality Processes** – Ensure all sales and commercial processes within remit are conducted in line with group quality process standards and represent the division in the internal audit of said processes.
- **Internal Reporting** – Attendance and contribution in internal monthly P&L and cashflow meetings
- **Marketing** – Drive marketing ideas from the business unit and convert into actions with Marketing.
- **Admin** – Undertake general commercial or project admin duties where required.
- **Project Control** – Support the project managers with contractual requirements regarding invoicing, AfPs and VOs, and provide cost control feedback to finance/CRM.

What you'll need to succeed

The successful candidate will have:

Essential criteria:

- 5 GCSEs or equivalent in any subject area, e.g., English and Maths.
- At least 5 years' administration support experience.
- Experience of how various commercial activities interrelate and are applied to major workstreams, projects and programmes.
- Project/construction administration experience.
- Use of contract/finance/CRM systems (Sage/CEMAR).
- Able to produce estimates for the scheme and able to deliver construction cost analysis.
- Ability to plan and deliver cost management.
- Working knowledge of best practice planning, organising and coordinating administration tasks.
- Computer literate and proficient in MS Office Suite, particularly Word and Excel.
- Working to a high level of accuracy.
- Excellent organisational skills.
- Excellent interpersonal skills.
- Confident communicator, with excellent written and verbal communication skills.
- Ability to effectively plan and prioritise a varied workload.
- Computer literate and proficient in MS Office Suite, particularly Word and Excel.
- Working to a high level of accuracy.
- Excellent organisational skills.
- Excellent interpersonal skills.
- Confident communicator, with excellent written and verbal communication skills.
- Ability to effectively plan and prioritise a varied workload.



Desirable criteria:

- Hold or be working towards membership of The Chartered Institute of Procurement and Supply (CIPS) or equivalent professional qualifications.
- Detailed knowledge and understanding of current domestic and EU legislative requirements and proven experience in applying these to day-to-day procurement activities and documentation.
- Procurement Management – the ability to plan, deliver and manage all procurement activities to deliver contracts and frameworks.
- Contract Management – have a good understanding of a range of different forms of contract and the components required to form a contract package and the interrelationships between these elements.
- Ability to present, understand and interpret data.
- Ability to suggest improvements to systems and processes to improve efficiency.

Requirement to working conditions

- Travel to other Osprey offices and client Offices to support the requirements of the Project Delivery Team as well as attend company meetings.
- BPSS Security Clearance (Or ability to obtain)
- Travel to sites may be required occasionally to support the Project Managers and wider team.
- Please note, if you are required to drive company vehicles as part of your role, you must hold a full clean UK driving licence. You must also hold a valid right to work within the UK.

What you'll get in return

A competitive salary, depending on experience, plus excellent benefits. The role offers an opportunity to join an organisation committed to supporting its employees.

In addition to your basic salary, you will receive the following benefits:

- 25 days' annual leave, plus 8 bank holidays
- Enhanced employer pension contributions
- Enhanced parental leave
- Flexible & hybrid working arrangements
- Private medical insurance
- Income protection insurance
- Performance-related pay scheme
- Access to our Employee Assistance Programme
- Support with your career development through our Success Management Process.

Osprey is committed to being an inclusive employer and strives to attract talent who thrive in an inclusive and flexible working environment.

If you have a disability or need any reasonable adjustments during the application and selection stages, please let us know and we will respond in a way that best fits your specific needs.



What you need to do now

If you're interested in this role, please [here](#) or email an up-to-date copy of your CV to careers@osprey.group.

Closing date

This vacancy will remain open until we have found a suitable candidate.

