

Job Title: Commercial Manager

Departments: Interiors

Location: London

Job Purpose:

tp bennett is an award-winning London based Interior Design and Architecture firm. This is an exciting opportunity for a pragmatic & self-disciplined candidate to join our Interiors Division. You will be part of a busy, deadline-driven commercial team; this fast-paced role preparing and coordinating the commercial content for RfPs and live projects requires someone who enjoys variety in their work, is methodical, has both numeric and people skills, together with an excellent understanding of the design process.

Key responsibilities and accountabilities:

Working closely with Principals and Project runners, Proposals and Legal teams:

Commercial:

- Prepare and manage fee proposals and complex framework fee cards
- Prepare/review/advise on additional scope, programme changes/prolongations, change requests
- Liaise with Directors, Legal and Finance on agreed project fees, T&Cs, cashflows
- Other ad-hoc duties as required by the business and the team

New Business/RfPs:

- Review and interrogation of RfP documents/requests/frameworks
- Content production for the commercial section of RfP responses including: Q&As, programme, procurement routes, fee proposals, resourcing, client's templates, scope comments, fee assumptions and other as required
- Act as the point of contact for sub-consultants during the RfP process
- Take responsibility for tracking and meeting deadlines

Qualifications, skills & experience:

- The ideal candidate will demonstrate passion and knowledge of the design world, with a preference for previous interior design/commercial fitout/architectural experience: you will understand the design process and the general functions within the construction environment, including scope, programmes, deliverables, procurement options, etc
- Previous experience in a similar role
- Ability to multi-task, prioritise work and perform well under pressure
- Strong commercial acumen, numeracy skills and attention to detail
- Strong ability to communicate and connect with people at various levels in the organization
- Sound organizational and problem-solving skills
- Methodical, focussed and disciplined with a good sense of humour
- Excellent Excel skills

Commercial Manager Job Description 221201

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