

Commercial Manager

- Varied role where you and your work matter
- Work closely with a dynamic Founder & MD to develop your skills
- A role that you can grow in and make your own
- CBD location and WFH

We're looking for someone who's an excellent juggler of priorities and great at working out what's needed for the smooth running of our business, then getting it done or helping your colleagues deliver. In time we'd love you to become the "glue" of the firm.

You'll be aware of almost everything that goes on in the business, and trusted to work closely with a high-performing, successful team. Your role is essential to the business's success. You'll be respected and valued by your colleagues for the unique role you play.

ABOUT THE ROLE

You'll be tasked with significant responsibility and expected to use your initiative and keep the team updated where required. Efficient and excellent at upward management, you are known for being able to keep calm and get it done, always with a smile.

Core areas of responsibility include:

Commercials:

- Responsible for commercial contracts and letters of engagement for staff and clients
- Insurance and subscription renewals/negotiations
- Maintaining a register of client contracts and managing renewal process with respective account leads
- Supplier engagements (new, existing and exiting)
- Lease negotiations and membership benefits
- Super Administrator role in managing Scoro (agency workflow management system) and Microsoft teams

Team (HR):

- Managing internal part time accountant
- Managing HR processes and calendar e.g. performance reviews, development, promotions, leave and out of offices
- Recruitment (working with line managers to drive the process - advertising, interview scheduling, recruiter liaison, document management, database maintenance and contracts)

- Set up new employees and run induction schedules with line managers
- Keeping team accountable: driving the process for handovers when absent
- Team traffic control: work with management team for capacity planning, flagging issues and escalating to resource work

Business Rhythms:

Work closely with the management team in driving processes within the business:

- Team huddle: running daily huddle, keeping team accountable
- Team meeting: preparing documents, running weekly team meeting and keeping team accountable
- Management team: preparing documents, taking notes at management meetings
- Team and management offsites: booking location, catering, transport, assist with notes preparation, distribution and follow up on actions
- Updating & displaying metrics for meetings and management documents

Financial:

Work closely with internal accountant:

- Supplier invoices approvals
- Raising project invoices on Scoro
- Updating our revenue forecasts (excel) with management team
- Payroll run review and approvals
- Ensuring all records are up to date, invoices are paid/our invoices are sent out on time

IT:

- Managing and liaising with external IT support
- Managing and overseeing PA for internal tech needs

Events:

Project manage virtual assistant in organising:

- Business and team events/celebrations
- Christmas gifts for clients and team
- Flowers or welcome gifts for new joiners
- Cakes for birthdays
- Cards and presents for staff anniversaries
- Spot award gifts for team

ABOUT YOU

This role will suit a dynamic and energetic individual with great communication skills who is highly disciplined with the ability to anticipate needs. The role requires exceptional attention to detail, ability to work under pressure, resourceful and practical approach.

You'll need experience in or have the following skills:

- Financial reporting
- Accounting software, ideally Xero
- Scoro workflow management software or similar
- Advanced Microsoft Office suite
- Policy and procedure guidelines
- Similar role as an office Manager (min 5 years)
- Agency environment (PR/Marketing/Advertising) – preferred but not essential
- Exceptional organisational skills.

ABOUT US

BlueChip is an award-winning independent, integrated communication consultancy specialising in financial services. We have built our reputation on the quality of our work, innovative campaigns and the outstanding talent of our team. We offer very competitive pay*, great professional development (helping you grow your own career through an individual path to promotion, training budget and coaching) and flexibility in work hours and location (Sydney CBD office and remote). Our focus is on our team's wellbeing. We encourage you to take time out (free days and extra days off), to switch off when not at work and take regular "clarity breaks".

Our values are Kind Truth, Wins, Problem-Solving, Greater Good, Assume Good and Brave. We work hard and fast – but know when to stop and have fun. Our highly-capable team is supportive and passionate, and we're looking for like-minded people to join us.

If this sounds like you and you would relish the opportunity to work with a great team, in a strong and supportive culture, with fun times and interesting work, please apply via this link:

[Apply Today!](#)

