



Job Description

Post: Commercial Officer, DACH	Department/Region: Outreach DACH	Location: Berlin, Germany
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Purpose of post:
 Under the supervision of the Senior Commercial Manager, the Commercial Officer will promote the MSC’s mission and will contribute to the successful delivery of the MSC DACH strategy and the DACH Commercial Goal 2020: Maintaining momentum and enhancing quality of key commercial partner engagement.

Line Relationships	Key Work Relationships	Authority Limits
<p>Responsible to: Senior Commercial Manager</p> <p>Responsible for: None</p>	<p>Internal:</p> <ul style="list-style-type: none"> Commercial Outreach team, DACH Supply Chain Standards team Communications team, DACH <p>External:</p> <ul style="list-style-type: none"> Commercial Partners (processing, wholesale, retail, foodservice) 	<ul style="list-style-type: none"> Level 2 post Financial delegations in accordance with Financial Handbook

Contractual Terms (Germany)		Benefits (Germany)	
Contract type:	Time-limited – until 31.10.2020	Annual leave:	25 days
Probation:	6 months	Pension:	N/A
Notice:	3 months	Other benefits:	Death in service insurance
Working hours:	38 per week	Working time	Monday to Friday; occasional weekend work may be necessary. The post holder may be required to undertake travel within the region (Germany, Austria, Switzerland).

The MSC supports flexible working, so the pattern of hours may vary according to operational and personal needs. No overtime is payable, however under certain circumstances time off in lieu may be granted.

Key Responsibilities

The Commercial Officer will:

- Support delivery of the DACH commercial strategy, as agreed with the Senior Commercial Manager and the Program Director, in line with the MSC's Integrated Strategic Plan (ISP).
- Promote the MSC's mission and vision among the seafood industry in Germany, Austria and Switzerland to gain broad industry support.

Specific tasks include:

- Support the work of the DACH Commercial Team through contributing to the daily tasks of the Senior Commercial Manager and the Commercial Managers.
- Support maintaining relationships with supply chain companies, including retailers, processors, wholesale and foodservice in the DACH region.
- Support organisation of MSC events for seafood supply chain companies from the DACH region. Prepare presentations for said events.
- Support the chain of custody policy development and ensure that DACH supply chain companies are informed about important developments and contribute to consultations.
- Support the development of new/revised MSC documents for chain of custody companies, including translations.
- Maintain relevant parts of MSC's German micro website.
- Contribute ideas and content to the DACH region's e-newsletter.
- Support answering enquiries from supply chain companies in the DACH region.
- Conduct market research and analysis.
- Maintain the commercial contacts database for the DACH region.
- Any other duties, as requested by the Senior Commercial Manager and the Program Director, Germany, Switzerland, Austria.

The Commercial Officer will be part of the MSC's European team and will work in close cooperation with the London-based teams for Label Licensing and Supply Chain Standards, the regional Commercial teams in Europe as well as the Communications and Marketing teams based in Berlin.

Note

No job description can be entirely comprehensive, and the jobholder will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the job description and status of the post within the organisation.

You will be expected to carry out all duties in the context of and in compliance with the MSC's Equality & Diversity and Health & Safety policies.

Person Specification	
Required Attributes	
Technical Skills, Qualifications & Experience	<ul style="list-style-type: none"> • University degree, preferably in a discipline related to business management, supply chain management and/or sustainability. • Previous experience with working on sustainability issues, ideally with global supply chains. • Good understanding of third-party certification schemes and the role of certification and eco-labelling desirable. • Demonstrated ability in conducting research and analysing results for various audiences. • Experience in writing, editing and proof-reading publications, articles etc. • Well-developed IT skills, including confident use of MS Office products.
Relationship Management	<ul style="list-style-type: none"> • Ability to successfully manage relationships with, stakeholders and colleagues with a people-centred approach to business and work essential.
Organisational and Management	<ul style="list-style-type: none"> • Versatility to combine self-management and self-support when working alone with productive team membership. • Excellent project planning, work planning, personal organisation and time management skills – ability to meet tight deadlines and manage multiple projects. • Experience of organising and delivering events.
Communications	<ul style="list-style-type: none"> • Excellent verbal and written communication skills in German and English indispensable. • Proven ability to build and maintain effective professional relationships, both internally and externally. • Proven experience in selling an idea or concept and winning support. • Previous experience of preparing and delivering presentations. • Experience of delivering communications focussed on environmental and sustainability issues an advantage.
4. Personal attributes	<ul style="list-style-type: none"> • A quick learner, happy to learn by doing with support from more experienced members of the team. • Ability to work as part of a team to deliver complex projects. • Strong focus on delivery of excellent customer service, attention to detail. • Articulate, creative, passionate and flexible: ability to get results and to be persistent and enthusiastic in achieving these.

	<ul style="list-style-type: none"> • Ability to meet tight deadlines and manage multiple projects. • Well-developed analytical and systematic problem-solving skills, demonstrating sound reasoning abilities and logical decision making. • High level of integrity, accountability and credibility. • Willingness and enthusiasm to contribute to MSC-wide responsibilities and development, where appropriate, in pursuit of the MSC’s mission and vision. • Ability to travel, work effectively while traveling, and work irregular hours when necessary.
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Job Description Agreement	
Chief Operating Officer’s Signature:	Date:
Job Holder’s Signature:	Date: