

Oil & Gas Technology Group

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Technology Group

"Recruiting Top Talent for
The Upstream Oil & Gas Industry"

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Position Title:	Manager - Commercial Americas
Salary Range:	To \$150,000.00 - Based on Experience
Classification (Full Time or Contract)	Full Time
Location:	Houston, TX
Education Requirements:	Degree in legal /commercial field.
Experience Level:	10 to 15 years of oil and gas service industry commercial experience.

Job Description:

The Commercial Manager will be responsible for providing advice and implementation support on commercial and corporate matters including contracting structures, strategic alliances, joint ventures, partnerships, projects, disputes and compliance issues affecting Company's North American and Latin American operations and activities.

Responsibilities:

- **Negotiation Support** – provision of commercial support for the structuring of strategic alliances, joint ventures and partnerships to grow and develop the business in North America and Latin America. Negotiation of Master Services Agreements in conjunction with business development personnel.
- **Commercial Management** – responsible for advising on the commercial risks of a project from bid/no bid stage through to completion, and the coordination of advice on legal and tax risks as needed. Commercial management of key contracts in execution and assistance with project risk mitigation in execution.

- **Regulatory Compliance** – continuously monitor local compliance with statutory obligations and advise management accordingly, including monitoring of sanctions which may also affect the group.
- **Legal Support** – provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff. To include anti-bribery and corruption training applicable to a UK headquartered Group with operations in the US, Mexico and other countries in the Americas.
- **Contract Review** – ensure client and supplier contracts are well negotiated, robust and apportion risk appropriately and are well understood and in accordance with Group principles. Prepare, review and modify contractual instruments to assist and support various business activities.
- **Proposal Input** – create innovative solutions to legal and commercial issues in bids and contracts. Liaise with Group finance, tax and legal, where applicable.
- **Policies and Procedures** – ensure commercial matters are appropriately considered and represented in bid and contract processes and governance, and other business initiatives
- **Regional Compliance Officer** – ensure compliance with FCPA and UKBA within the regions and provide necessary training and monitoring, as directed by Corporate Compliance Officer.
- **Insurance** – ensure the relevant insurances are in place for the regions. Liaise with local insurers and deal with any potential claims and circumstances.
- **Dispute Resolution** – ensure client, supplier, employee and other disputes are managed effectively. Review progress of outstanding litigation and liaise with and manage external lawyers.
- **Support for M&A** – support any acquisitions undertaken by company in the regions through due diligence and ensuring Group commercial needs are taken into account.
- **Good Relations** – build effective working relationships within the business and with client representatives to support commercial decision-making and client negotiation.
- **Company Secretarial** – responsible for the efficient administration of the business in the regions and ensuring that statutory and regulatory requirements are complied with by the local entities and their directors.

Education Level / Personal Skills:

- Degree in legal/commercial related topic
- Experience of working in an international engineering and consulting environment
- Experience and in depth knowledge of complex commercial law and contract negotiation in US, Mexico and Latin America
- Experience of resolving complex customer and supplier disputes
- Experience of international legal compliance related to bribery, corruption and governance
- Demonstrable ability to communicate complex concepts verbally and in writing to both non-lawyers and lawyers across all levels and functions
- Regularly reacts quickly and thoroughly to unexpected tasks, managing expectations for existing work
- English language essential. Spanish language a benefit, but not mandatory.