



Commercial Assistant

Full time position

Start Date: Immediate

Location: White City, London/Westcott Venture Park, near Oxford, UK

Salary: £26-30K (Oxford); £30-35K (London)

About Flare Bright:

Flare Bright is a fast-growing software company specialising in Machine Learning & Digital Twin technology for the Aerospace, Defence, and Urban Air Mobility sectors. With a team of around 35 professionals, we operate from Oxford/Bicester and White City, London. Our culture is professional, flexible, and inclusive, offering excellent benefits and a proven track record of success. This is a rare opportunity to join an expanding, cutting-edge team.

The Role:

We are looking for a detail-oriented and organised Commercial Assistant to support our commercial and business development team. In this role, you will assist with a wide range of administrative tasks, helping to ensure the smooth running of business operations. This position is ideal for someone with around a year of experience who is eager to gain more insight into the commercial side of the business and contribute to its growth.

Key responsibilities:

- Help coordinate the internal processes for bids, proposals, and contract renewals by liaising with relevant teams and ensuring timelines are met.
- Provide day-to-day administrative support, including managing schedules, organising meetings, and maintaining client relationships for the business development and commercial teams.
- Assist in the preparation, formatting, and proofreading of commercial documents, contracts, and proposals. Ensure all relevant paperwork is properly filed and accessible.
- Maintain accurate records of client interactions, contracts, and sales data. Assist in preparing regular reports for internal teams to track key commercial metrics.
- Provide support in researching potential markets, competitors, and clients to aid business development efforts.
- Help with general office management tasks, such as ordering supplies, organising files, and assisting with travel arrangements for the commercial team.

Skills & Experience

- Minimum of 1 year of experience in an administrative or support role, preferably within a technology-focused company or a similarly fast-paced, innovation-driven environment. Experience supporting commercial or business development teams is highly valued..

- Strong organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
- Excellent written and verbal communication skills.
- Proven ability to quickly learn and adapt to a range of technology platforms, including but not limited to office productivity suites (e.g., Microsoft Office Suite) and customer relationship management (CRM) systems.
- Attention to detail and ability to handle confidential information responsibly.
- A proactive approach to problem-solving and the ability to work both independently and as part of a team.
- You must be highly organised, reliable and process-oriented with excellent written and spoken English and clear communications.

Requirements:

You must be comfortable working within the defence industry. A Baseline Personnel Security Standard check will be undertaken before an offer is made, and you must be willing and eligible for (or already have) at least UK SC clearance. References will be checked.

Location:

- Hybrid working could be considered, but you will generally work in White City, London or our Head Office in Westcott Venture Park (15 minutes' drive from Bicester or Aylesbury, 30 minute drive NE of Oxford).
- This is not a purely remote position.

Why join us?

- Be part of a rapidly growing company at the forefront of cutting-edge technology in the defence sector.
- Enjoy a flexible, professional, and inclusive work culture.
- Work with a talented team shaping the future of Machine Learning & Digital Twin technology.
- Competitive pro rata salary and benefits.
- 33 days annual holiday, Employee Assistance Programme, cycle to work scheme and support for Continuous Professional Development

To apply, send a max 2 page CV plus cover letter to careers@flarebright.com.

RECRUITMENT AGENCIES: Please do not contact us about this role.