

JOB TITLE

TENDER ENGINEER

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Tender Engineer

REPORTS TO

Commercial Manager

PURPOSE

Responsible for submitting a completed bid to an existing or prospective client, on time and within budget. Ensure that all the client's questions have been answered as fully as possible and that the organisation has given itself the best possible chance of success and obtaining the work.

TASKS & RESPONSIBILITIES

- Supports and documents the bid qualification (bid/no-bid) process for the opportunity.
- Perform technical evaluation of tender documents, identify problem areas and deviations and ensure all matters are discussed and clarified with Client(s).
- Preparing Risk tracking for the Commercial Manager and logging in CRM (Synergy).
- Preparing the commercial aspects of the bid, including terms and conditions, and ensuring that all services are included in the final price to the client.
- Liaise with the various disciplines/departments for review of commercial documents, offers and contracts for their contractual, legal, commercial, financial, taxation and insurance implications and obligations and risk assessed at tender stage prior to submission.
- Coordinating tender queries and amendments, assessing the impact of any alterations and advising the Commercial/Sales Manager of these accordingly.
- Performing the bid qualification process in a timely and structured way, by involving all relevant parties in order to secure the deadline and due dates.
- Driving continuous improvement regarding Bid & Tender process by deploying best practice.
- Being involved in every aspect of the submission with excellent appreciation of what the client needs and how best to articulate how their organisation can provide that.
- Using the relevant knowledge and skill set to plan and prepare a winning bid.
- Initiate kick off and progress meetings throughout the process, such as mid bid meetings involving relevant stakeholders.
- Performing the clarification process alongside the client, being fully aware of any clarifications, document changes, etc.
- Provide feedback/answers to client's questions to successfully close out the bid.

In the absence of the Tender Engineer, tasks will be undertaken by your colleague Tender Engineer and/or Commercial Manager.

**PREFERRED
QUALIFICATIONS**

- Higher professional commercial or technical education degree.
- At least 1-3 years of relevant working experience in a similar position.
- Excellent command of the Dutch and English language, spoken and written.
- Experience and knowledge in the Oil and Gas Industry preferably in the marine contracting industry.
- Experience in MS-Office.
- Good knowledge of Industry standards and relevant legislation.
- SCC (VCA) certified
- Strong commercial awareness.
- Able to work with deadlines.

**PREFERRED
COMPETENCIES**

BLUESTREAM CORE VALUES

- Commitment.
- Communication.
- Client Focus.
- Control risks.
- Compliance.

FUNCTIONAL

- Deciding and Initiating Action.
- Writing and Reporting.
- Applying Expertise and Technology.
- Analysing.
- Planning and Organising.
- Delivering Results and Meeting Customer Expectations.