

Tender Coordinator

Full-time, Permanent

Based at Hughes Subsea, Liverpool

Overview of Role:

Provide support to the Commercial & Tendering Lead as required.

Key Responsibilities:

- Support Tender Writers as required
- Download relevant works content (ITT documentation)
- Distribute documentation for internal review
- Review Client Documentation
- Action Tracker Creation
- Assist with Procurement and Pricing Requests from the market
- Review third party quotations
- Compile and distribute clarification matrices
- Build-up of project costs
- Collation of tender information
- Support in writing tender proposal document and response
- Ensure all returnable schedules are completed and returned
- Formatting of documentation
- Tender Annex Collation
- Update internal trackers to aid departmental reporting such as planning

Skills & Experience:

- Good IT skills
- Excellent organisational skills
- Ability to coordinate / compile information
- Strong communication skills
- Proficient in the use of Microsoft Word / Excel
- Ability to work as part of a team and independently
- Highly motivated
- Ability to meet deadlines
- Experience in Microsoft Project Desirable

Qualifications:

- English – Pass at Standard Grade or equivalent
- Maths – Pass at Standard Grade or equivalent

Apply with a current CV and salary & benefits expectations to hr@oegoffshore.com