

**Job Title: Tender Coordinator**  
**Reporting to: Tender Manager**

**About the position:**

Our client is seeking Tender Coordinator on a permanent basis. This is an exciting role with opportunities to gain in-depth experience in the Tender Team.

The candidate will support the Tender Team in coordinating and supporting the team by answering to government and private sector tenders.

The Tender Coordinator will be responsible for the administrative part of proposals as well as coordinating the different aspects required per the tender specifications and applicable processes. The candidate will be responsible for assisting Tender Manager with the full tender process and reporting thereof.

**Job Specification:**

- To provide national support for all Tenders, RFQ's, RFI's and Vendor Assessment Questionnaires
- Online Tenders via client portals
- Submit competitive and compliant proposals
- Receive bid documents and all email requests. Action, open files and register documents. Log tickets for site meetings with National Call Centre
- To ensure compliance regarding company policy and procedure and overall compliance to the Bid /Tender requirements
- Ensure all national company legal documents are up to date
- To ensure that all submissions are prepared and submitted within the time constraints defined by the customer and of the highest quality
- Proofread and check all tender document / quotes before submission.
- Monitor bid/quotation throughout the process, providing weekly status updates as required
- Build professional working relationships with branches to obtain or assist with information when required.
- Build professional working relationships with external clients when required to be able to give the information the client requires
- The role also requires reviewing and editing previously written content where necessary, working with other bid team members to produce written bid responses in line with deadlines.

**The preferred candidate must possess the following qualities:**

- Good working knowledge of Microsoft Packages e.g Word, Excel, Powerpoint, Outlook etc
- High level of accuracy
- Ability to assimilate information quickly
- Ability to prioritise own workload, managing a range of proposals effectively and within agreed standards and deadlines
- Ability to plan and organise own workload, taking responsibility for delivery of tasks. Where appropriate support colleagues in managing their workloads
- Ability to communicate effectively to internal and external clients both verbally and in writing
- Able to communicate at all levels within the company
- Good time management skills in order to priorities and effectively manage own workload to ensure deadlines are met
- Willingness to learn relevant procedures and systems
- Willingness to develop knowledge and understanding of the services offered
- Understanding of the importance of maintaining accuracy
- Flexibility regarding working hours in order to achieve deadlines
- Experience in implementing processes
- Good writer – responsible for tenders writeups (executive summary, cover letters, etc)
- Outspoken and can clearly articulate yourself
- Attention to detail
- Innovative
- Familiar with IoT and AI

**Required skills and experience.**

- Matric
- 2-3 Years' experience in working with tenders

-