

Bid/Proposal Administrator

To qualify for this position you MUST be highly experienced (10 years +) in managing strategic bids - from bid kick off to final proposal and meet all other stipulated minimum requirements in the landscaping industry!

The ideal candidate will have an amazing ability to communicate at all levels within an organization both internally and externally by demonstrating a pleasant customer facing style and ability to work as part of a team. High attention to detail and ability to multi-task and work under pressurised deadlines must be part of your drive. In order to successfully execute this strategic initiative you MUST be highly INNOVATIVE - provide new ideas to ensure bids are current and surpass client expectations

Minimum Requirements:

- Highly experienced in managing strategic bids - from bid kick off to final proposal (Solid experience in tender management)
- 10 Years Leadership experience in a Bid environment
- Solid working experience and knowledge in the marketing environment
- Advanced knowledge of Microsoft systems to include Word, Excel, PowerPoint, Outlook and the Internet
- Good project management experience
- Excellent writing skills
- Excellent communication skills
- Strong interpersonal skills with all levels of Management
- Ability to be flexible in a changing environment and to handle multiple tasks under tight deadlines.

What is the purpose of the Bid Centre?

The core objective of the Bid Administrator is to help the company to win and retain business.

Job Description

This position is responsible for creating winning proposals

Main Job Expectations:

- Analyse & complete tender request documents to elicit compliance requirements, instructions, evaluation criteria, and undertake other bid management tasks such as developing bid plans and chasing people to stick to the timetable.
- Identify bottlenecks or resource constraints and escalate for resolution

SALARY NEGOTIABLE PLUS INCENTIVES

Please send CV to Jackie@fsgroup.co.za