

ROLE PROFILE: BID AND ACCOUNT COORDINATOR

What the role is accountable for
To administer and assist with the proposals and bid processes for the Energy Insight, ensuring the company's best interests are protected while delivering best practice proposals management to the stakeholders. Moreover, this role takes full ownership of the invoicing and documentation requirements for maintenance and support invoicing through various client portals.
Role reporting
Head of Business Development
A typical day may include (ideally no more than 10 – 12 characteristics)
- Searching and consolidation of tenders and other RFQ's in both the public and private domain. - Registering bids and tenders on the tender log. - Preparing Tender files and indices for bids. - Arranging for collection of and payment for tender documents as required. - Coordinating and completing the preparation of tender returnable as required. - Assuring that all maintenance and support activities through the various client portals are invoiced monthly. - Assuring that all completion documentation in order to successfully invoice clients are completed, manage internal stakeholder to ensure that these are completed in full and on time. - Follow-up and engage customer for purchase orders not received for the purposes of maintenance and support on a monthly basis. - Manage the bid leads subscription and disseminate to relevant parties. - Activities as required and assigned according to respective bid plans. - Efficient communication to all proposal stakeholders, in particular the customer.
Qualifications we look for
Essential Qualifications: - Matric Qualification - Computer literacy (MS Office Suite). - Administrative related qualification.
Preferred Qualifications: - Diploma or similar qualification in Business Administration.
Experience we look for
- 5 years plus administrative experience, preferably in a tender/bid office. - Project experience: 2 years.
Competencies
- Attention to detail. - Effective team player with good communication skills. - Ability to perform under pressure and meet deadlines.

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