

TENDER MANAGER

Do you want to join our **dream** to see a world where a safe, efficient, affordable, and sustainable energy supply is fairly and peacefully accessible across the entire globe? Our **visionary plan** is to become one of the largest and most excellent international marine survey companies, thus making an impact and playing a significant role in making this dream reality.

Job Description

As Tender Manager you are responsible for supporting the commercial department of Norwich, UK and Naples, IT with offshore geophysical and geotechnical tenders. Playing a key role in delivering profitable project opportunities, The Tender Manager will be responsible for preparation and submission of client-focused proposals, under the guidance of the Commercial Manager, to whom they will report to. The Tender Manager will be familiar with the general specifications and requirements of marine and land surveying incl. geophysical, geotechnical, environmental and UXO surveys, and/or offshore construction support services. As a Tender Manager you will always be mindful of, and never compromise, our Health, Safety and Quality values and procedures.

Your responsibilities include:

- Examine tender documentation, including operational provisions, technical specifications, and commercial requirements.
- Liaise with suppliers, partners and all internal departments involved in the tendering process and define respective deliverables.
- Define/propose technical solutions, methodologies, execution strategy and draft work schedules.
- Perform cost calculations and project budgeting.
- Prepare and submit the technical and commercial proposals, according to client requirements and company's guidelines.
- Liaise and attend meetings with the client throughout the entire bid cycle.
- Produce reports and maintain complete records throughout the bidding process to ensure approval, traceability, and ultimately efficient handover to project teams.
- Involved in business development activities from time to time e.g. social media marketing activities, or conference and trade show attendance.
- Managing relationships with Customers, on the tender clarification stages.
- Manage the tender strategy to meet Customer requirements.

- Prepare, Issue and follow-up tenders, pricing/cost spreadsheet and clarification with related documentation management and filing/archiving (digital and hard Copy).
- Proper distribution/collection of documents during Preparation/ Review/Negotiation of Tenders.
- Ensure that per each tender, a Peer Review is properly carried out.
- Liaising with Technical, Contract and Procurement Dept. for advice on:
 - Method statement and technical solutions
 - Services/Subcontractors' selection and management until the finalisation of the agreement
- Liaising with Planning & Risk Manager for Tender Risks.

Who we're looking for:

- A bachelor in a higher professional education or equivalent professional and intellectual capabilities.
- A minimum of 2 years in a similar role as tender, bid or proposal engineer in an offshore/marine environment/company.
- We regard knowledge and or experience with geotechnical or geophysical tenders as a pre.

We are looking for people who are able to reach deadlines, who have a flexible approach and attitude and are commercially driven. People who have attention for details and have a curious mindset. Furthermore you are persuasive and have great presentation skills.

What we offer:

We can offer you great personal growth opportunities, exciting projects, an extremely accessible senior leadership team and a fun yet professional working environment. NextGeo boasts a comfortable working environment 15 minutes' walk from Norwich City centre with ample parking.