

JOB PROFILE

Job Title:	Tender Administrator	Department:	Sales/ Customer Service
Reporting into:	Commercial Executive	Job Grade/Level:	Skilled
Revision:	02	Date Compiled:	28 February 2022

Purpose

Manage national tender enquiries for the Construction and Building sector.

Collate, prepare and submit quotations timeously for tender enquiries received by the Company’s existing and new clients.

Support Keys Account Management with feedback related to pricing their clients

Collaborate with, and provide feedback to personnel that supports additional Commercial Objectives, related to projects [key or other], pipelines etc.

Key Performance Areas (including but not limited to):

- Filter emails received and distribute enquiries to the relevant departments
- Assign national tenders to Allocation Schedule
- Identify Key Projects and communicate to teams respectively for tracking, technical recommendations, pricing etc
- Distinguish tenders between regions
- Collate quotations in respect of Bill received and in accordance with the Allocation Schedule
- Price quotations in accordance with contractual terms and conditions, core product focus and pricing directives as set out for the Commercial Team
- Prepare and submit quotations with the necessary supporting documentation where required
- Manage and save all quotes received via online filing
- Prepare monthly stats for quotes populated and submit to Commercial Team for tracking and statistical analysis
- Provide feedback on projects quoted on at tender stage to Projects Co-Ordinator in preparation for meetings
- Provide project updates received to the Commercial Team for tracking, or repricing
- Maintain feedback loop with Projects Co-Ordinator, Key Accounts Managers, and supporting team members
- Support Key Accounts Managers where necessary
- Receive inbound call enquiries and assist effectively
- Promote healthy inter-departmental relations management

Qualifications and Experience

- Matric
- Tertiary qualification/certification would be advantageous.
- Experience in the construction industry
- Knowledge of geosynthetics would be an added advantage
- Knowledge of working with Bills of Quantities and Tenders
- Excellent in working with Microsoft excel and word
- Good email etiquette

Key Competencies

- Time Conscientious
- Multi-tasking
- Analytical Skills
- Ability to communicate effectively with Clients, Commercial Team and other departments
- Well organized
- Enjoy working in an open plan office
- Team Player and able to integrate into team
- Sense of humour
- Focused
- Good tracking skills
- Organised
- Logical Thinker

Email CV's to: Humera Ismail

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Closing Date: 14 March 2022