

## Bid Coordinator

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Company: RTC1 Recruitment Services

Location: dubai

Category: other-general

About the Client: One of the top interior fit-out design companies in the UAE Job

Description: Prepare pre-bid coordination and ensure company information is up to date to ensure compliance with client requirements, including pre-qualification questionnaires, portal registrations, expressions of interest, non-disclosure agreements. Perform administrative duties, including uploading and maintaining CRM data, producing appropriate reports, ensuring accurate pipeline forecasts, and arranging internal bid meetings. Assist with project kick off meetings and prepare submissions to ensure criteria are met, whilst working alongside graphic designer and submissions lead. Assist with summarizing the evaluation criteria required to guide the bid team during proposal development, in line with tender requirements. Liaise with clients/consultants on RFIs for tenders and coordinate with commercial, design, project, procurement, and finance departments for key inputs into RFP response. Qualifications: Must have a degree in Business Administration, Engineering, or other relevant areas. At least 3 years of prior bidding/tender experience in the Interior/Fit-out industry in Middle East Previous experience in overseeing high value projects of 20 million and above is preferred Working knowledge of CRM systems (e.g. MS Dynamics) and MS Office suite – MS Project, PowerPoint, Excel, Word

#J-18808-Ljbffr

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