

Bid Specialist Jobs In Dubai | GardaWorld

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Company: GardaWorld

Location: dubai

Category: other-general

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The incumbent will support the Senior Manager, CST in producing bids and maintaining the bid management process, to meet and exceed client requirements. The incumbent will manage simple client bid responses, working closely in consultation with relevant country and/or regional leadership teams and the pricing team. This role will also have responsibility for assisting the CST in the preparation of other compliant technical responses to proposals and bids.

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Responsibilities

Work with Senior Manager, CST, and/or in-country teams to compile compliant responses to simple tenders and price quotations.

Provide support in the preparation of clear and concise written proposals

Assist in responses to client Expression of Interest and PQQs

Identify and interview internal Subject Matter Experts (SMEs) and writers responsible for providing required information.

Ensure all relevant documentation is completed within specified timeframes and all necessary approvals are obtained prior to execution

Coordinate and/or create graphics, flow charts, diagrams, and other images that visually underscore key messages and narratives.

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Requirement

Knowledge of operational and technical physical security issues

Understanding of Socio-Economic factors within the Middle Eastern region

Ability to produce simple written proposals/documentation.

Ability and willingness to work both within a highly structured team environment and autonomously, depending upon proposal requirements.

Must be able to work to tight deadlines in a highly pressurised environment.

Consultative approach and able to adapt easily to changes in deadlines and project terms.

Highly developed sense of ethics and values

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