

United Arab Emirates Jobs Expertini®

Proposal coordinator

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Company: Hill International, Inc

Location: abu dhabi

Category: other-general

Reads and reviews calls for proposal/qualification/interest requests and prepares bid responsibility matrix accordingly. Renews kick-off meetings with relevant parties to begin the bid preparation process. Prepares and issues technical and financial proposals, pre-qualifications and demos. Collaborates and coordinates with multiple parties, including but not limited to joint venture partners, consulting sub-firms, internal company departments and other areas. Completes and maintains company registrations and licenses on customer databases. Regularly tracks various tender sites to identify any contracts relevant to the company, whether for tender or market intelligence purposes. Perform other tasks as requested. Required profile of candidates Bachelor's degree in a related discipline. At least 7 years of experience in a similar position. Preferred in the construction consulting industry. Previous and/or current experience in Saudi Arabia is desirable. Must have experience using InDesign. Bilingual (Arabic/English). Excellent writing and communication skills. Must be able to do more than one task at the same time. Must be able to work with multiple parties at the same time.

#J-18808-Ljbffr

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