

Proposals Coordinator

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Company: Surbana Jurong

Location: dubai

Category: other-general

1:Work on prequalification's, expression of interests with relevant agencies, clients and projects. Prepare and submit tenders (Expressions of Interest and Proposals) in cooperation with Bid Manager/ Bid Leader / Technical Staff.Coordinate the timing and quality of input by others, including subconsultants to obtain fee proposals and other pertinent technical information.Ensure the compilation of high-quality proposals in response to both specific and generic opportunities for the region. 2:Support incoordinating tender proposals and bids together with the Business Development Manager/ Bid Leader. Coordinate the bidding process and prepare bid templates.Liaise with external consultants – obtain CVs, fee rates and information on their availability and keep them informed of project status.Communicate with partner organisations – obtain required documentation from partners and in cases where they are leading the bid, provide required documentation.Liaise with clients – obtain clarifications and further information concerning a bid when required.Compile project experience, format CVs and capability statements for bids. 3:Refine and produce presentation for marketing documents of high quality that shows high level of visual creativity. Develop marketing documents, processes and templates to improve the content and delivery of proposals for both specific and generic requirements.Develop and maintain a collaborative relationship with the Corporate Marketing team.Format final documents and ensure they are bound and presented in accordance with client specifications.Provide market research assistance to projects4:Support and quick to understand the demand of all types of bids and projects. Foster a culture of confidence in support services' abilities through provision of high-quality

support, dedication and consistent application of high professional standards; Provide oversight and review of major and strategic bids to ensure compliance with SJ standards and policies; 5: Organize and manage the library of relevant bid information Ensure that project team, consultants (internal & external) and Team Leaders are aware of projects won and lost Develop and enhance internal systems for communication. Periodically review the bidding process and suggest improvements. 6: Maintain documentation and filing system of the prequalification, expression of interest and tender bids. Work with the BD team to ensure information relevant to the business development process is available and shared efficiently and effectively within the company. Maintain company database of projects, proposal texts, subconsultants and partners

At Surbana Jurong, we put talent, hard work, teamwork and a fun workplace together to approach problems and solve them creatively and collaboratively. Join us in making a positive impact on the world!

SMEC is a global engineering, management and development consultancy delivering innovative solutions for our clients and partners. Leveraging our 70-year history of delivering nation-building infrastructure, we provide technical expertise and advanced engineering services to resolve complex challenges across major infrastructure and energy projects. SMEC has a long and proud history which dates back to Australia's iconic Snowy Mountains Hydroelectric Scheme in 1949, one of the largest and most complex hydroelectric schemes in the world. Headquartered in Australia, we have offices across more than 35 countries in Oceania, Southeast Asia, South Asia, Africa and the Americas. Together with our clients and partners, we deliver projects that directly contribute to improving health, quality of life and development outcomes for communities and neighborhoods around the world. Driven by innovation, ingenuity and skill, our people have shaped these outcomes in some of the world's most remote and challenging environments. Since 2016, SMEC has been a member of the Surbana Jurong Group, an Asia-based global powerhouse of over 16,000 employees. Through our network of global specialists and by collaborating with local partners, we connect clients with the best teams and capabilities to deliver sustainable solutions.

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