

## Senior Proposals Specialist

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Company: McDermott International, Ltd

Location: dubai

Category: other-general

Ensures that Area and Executive management received the correct information on in-progress as well as outstanding tenders so that the most informed decisions can be made operationally. Reviews tender documents including detailed review of the Instructions to Tenderers, Scope of Work, key contract dates, commercial price forms and terms of payment, as a minimum. Co-chairs bid kick-off meetings, and schedules progress meetings as required. Ensures the bid development and bid inputs remain in accordance with the Capture Plan strategies developed in advance (or as subsequently revised). Monitors bid support budgets and advises Proposals Manager of any potential for overrun. Establishes the bid schedule and communicates requirements to all departments providing proposal inputs. Updates schedules as required in the event of extension being granted. Monitors progress of the bidding activity and highlights concerns to the Proposals Manager. Sets up and maintains a clarification register to log and monitor all pre- and post-bid correspondence. Reviews and identifies any inconsistencies in the Invitation to Tender documents and, if necessary, seek clarification from the customer. Coordinates input, issues requests for clarification and distributes clarification responses and Bid Addenda as received from the customer and includes summary of matters addressed in the same when feasible. Reviews bid inputs and check that there are no errors, inconsistencies, oversights, and that the execution plan inputs are in accordance with the Capture Plan strategies. Expedites input to ensure that the bidding schedule is not jeopardized. Reviews regularly the proposal document to ensure that the requirements of the customer are fully satisfied in terms of format, content and consistency. Compiles the

proposal document intended for submission to the customer. Ensures that the relevant general manager (or his assigned delegate) has approved inputs that are used in the final bid. Prepares technical/commercial qualifications. Prepares all reports and bid review packages as defined in the procedure document to satisfy Management bid review requirements. Ensures the correct delivery arrangements have been made and confirmed in advance as required. Assists with client negotiations. Promotes a culture of teamwork, collaboration and success. Learns from other leaders. Develops and maintains a positive relationship with internal functions and clients. Has accountability for timely bid submission. May have bottom-line accountability for the financial and technical success of the bid or area of bid responsibility.

#J-18808-Ljbffr

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