

Tender Coordinator Jobs in Dubai UAE 2023 | AECOM

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Company: AECOM

Location: dubai

Category: other-general

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Description:Job: The Bid Coordinator work collaboratively with technical and operational colleagues, writers and graphic designers. The role covers the full procurement lifecycle including EOIs, PQQs and proposals. Bid Coordinators should be capable of successfully leading tasks such as EOI and PQQ form completion.

Responsibilities:Review RFPs and other related documents and support in gathering proposal information to create winning responses

Review existing content where relevant and provide the Bid Manager with relevant information

Prepare templates, CVs, case studies and occasionally storyboards; chase content contributors as required

Coordinate the preparation of identified expression of interests, prequalification questionnaires and proposals

Ensure a winning, compliant, error free document arrives with the client in the correct format, meeting the deadline

Break down submitted bids for a library of pre-written proposal content, where required

Assist in the preparation of presentations for specific pursuitsRequirements:2+ years experience.

Bachelor's Degree#J-18808-Ljbffr

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