Advance Engineered Proposals Team

Job Description

Tendering Engineer
Advance Engineering Group (AEG)

Reporting to: Commercial Proposals Manager

Interfacing with major national and international customers, you will be working within the Advance Engineering Group responsible for the proposal and tender of, often, complex high value engineering projects.

An experienced engineer with good commercial project management skills, you will need to understand, interpret and respond to complex technical specifications & documentation.

You will liaise closely with The Engineering Department in order to interpret P&iD’s and present design concepts to customers and other interested stakeholders.

You will co-ordinate all aspects of the bid preparation process.

Main Duties:

The main duties of the Tendering Engineer will be:-

To work within the Advance Engineering Group and with the Company Management Team to develop an order winning strategy.

To manage the preparation of proposals for a range of bespoke products by co-ordinating the activities of the AEG, Sales & Engineering Teams.

- To review and manage the customers enquiry process into a costed workable solution.
- To submit a detailed response to the enquiry documentation and provide answers/responses to any subsequent requests for clarification
- To develop costing as part of the quotation process.
- To act as the company's internal contact point for the customer during the enquiry and bidding processes.
To develop, negotiate and agree/confirm contract specifications with a variety of external groups, including contractors, end-users and OEM companies.

To attend resultant calls for negotiations with the customer and convert those opportunities into purchase orders.

To develop and maintain relationships with the engineers and decision makers within the customer organisations.

To handle incoming sales calls and enquiries in a busy office, by keeping a prioritised listing of outstanding tasks and when completed, filing the quote and cost file in the appropriate network location.

To respond to customer questions & requests in a timely and efficient manner.

To work with the External Sales Managers or customer prospect to ascertain the enquiry information necessary to produce sales proposals including technical product selection, quotation document and costing through standardised costing templates and technical specifications.

To offer ‘office based’ commercial/sales support for our External Sales Managers.

To support the Advance Engineering Team Group with the maintenance and development of the cost, customers and supplier databases, pricelists and libraries.

To assist the marketing staff in the production of case studies, press releases & marketing material as required.

To carry out regular proposal follow up’s using/updating and maintaining the CRM and sales programs.

To interpret and cost P&ID’s and supporting information relevant to new Projects.

To assist the Engineering Department, where applicable, when undertaking a design and build for new unit orders.

To clarify subsequent purchase order receipt and to prepare detailed order handover documentation in a timely manner for contract engineering to execute the contract.

The qualifications, experience & knowledge etc. that best fit the job are:

**Qualifications**

- Degree level education is preferred, but an HNC level education with equivalent experience will be considered.
- Must have a sound engineering education & background
- Computer literacy in Access, Excel, Word and preferably a knowledge of Pegasus Operations software

**Experience**

- Experience in a similar role, preferably in upstream Oil & Gas process applications.
• Experience in ideally dealing with rotating equipment supply and a background of tendering and proposal preparation for large, complex, high value projects
• You will be a commercially aware engineer
• Practical experience of installation and assembly/manufacture would be beneficial

Knowledge
• Knowledge of contractual terms and conditions
• Good awareness of product limitations
• Aware of Quality and Environmental Systems and the ability to work to the expected requirements of these systems

Customer orientation
• Highly responsive to client requirements;
  • Including on-time responses, and
  • incorporating changes when requested

Personal & Team skills
• Good interpersonal skills
• Capable of demonstrating previously achieving successful performance within a team environment
• Able to develop effective working relationships with the Sales Team and internal/external supply network
• Demonstrate a strong interest in a sales/customer facing role and willing and enthusiastic about meeting clients
• A team player, willing to give additional input as and when required to meet client based deadlines, often at short notice.
• Flexible in the face of conflicting priorities
• Prepared to be “hands-on”
• Keen to learn and develop

Signed & Approved by PE and PEM 22 Sep 09