

Survey Tender Engineer/ Tender Writer

Titan Environmental Surveys Ltd, are a multidisciplinary marine and environmental survey company based in South Wales, UK. We have over 30 years' experience in marine survey services including Hydrography, Geophysics, UXO, Oceanography and Environmental Sampling. Titan own and operate a fleet of specialist inshore survey vessels to support our marine survey operations.

Titan has an exciting opportunity to join our expanding Commercial development team with the recruitment of a Tender Engineer/Tender Writer. This is a client focused role, and you will help build strong and positive relationships with our clients through high quality and timely tender responses.

The Tender Engineer/Writer will report directly to the General Manager and will be responsible for reviewing tender opportunities, compiling tender responses, cost estimating, commercial administrative support and contributing directly to the continued commercial growth and development of Titan Surveys.

Job brief

- Composing technical, commercial and financial tender documents
- Composing Pre-Qualification Questionnaires (PQQ)
- Liaising with clients to understand their technical and commercial tender specifications
- Maintaining strong relationships with key internal and external stakeholders to support Titan's tendering activity
- Support the General Manager and Business Development Manager with day-to-day organisation of commercial tendering activities, company management forms, company databases and management reports
- Provide industry intelligence from the tender process to inform commercial decision-making and company strategy

Essential Skills/Experience:

- Feed into the company's strong team ethic, with a can-do attitude, while able to build strong working relationships between multi-disciplined functions and varied client base.
- Have a focused and pragmatic approach, relishing the pressure of deadlines and willing to take ownership of tasks and make decisions.
- Strong attention to detail, be well organised and able to meet tight deadlines.
- Good teamwork and communication skills.
- Fluent in English language both oral and written.
- IT literate and proficient in Microsoft 365 packages (Word, Excel, PowerPoint, Project).
- Must be eligible to work in the UK and hold a Full Driving License.

Desirable Skills/Experience

- Relevant industry experience (marine survey, offshore, offshore wind or subsea cables) in a similar role
- Relevant degree within hydrography, geophysics, marine science, oceanography, environmental field
- Surveyor/Geophysicist/Oceanographer looking for a transition to tendering/commercial role
- Experience in tender proposals and cost estimating

Benefits:

- Competitive Salary
- 25 days annual leave plus public holidays
- Company pension scheme and life assurance
- Company sick pay policy
- Private medical cover
- Eye Test Scheme

For someone with the right combination of skills and knowledge, the role is both challenging and rewarding in equal measure.

This role is primarily a UK office-based role, based in Bridgend, South Wales. Hybrid and/or remote working could be offered for the right candidate.

If you believe you have the experience, skills and ambition for this challenging role, please apply by sending a cover letter and your CV to applicants@titansurveys.com.

Deadline for applications is **Monday 20th March 2023.**