

Proposal Co-ordinator/Tender Co-ordinator/Tender Engineer

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, Oceanography and Environmental Sampling. Titan own and operate four 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 Proposal Co-ordinator/Tender Co-ordinator/Tender Engineer. 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 Proposal Co-ordinator/Tender Co-ordinator/Tender Engineer will report directly to the Commercial 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.

The Proposal Co-ordinator/Tender Co-ordinator/Tender engineer will have the opportunity to work remotely or be based in Bridgend, South Wales.

Job brief

- Composing technical, commercial, contractual and financial tender documents
- Composing Pre-Qualification Questionnaires (PQQ)
- Liaising with clients to understand their technical and commercial specifications
- Maintaining strong relationships with key internal and external stakeholders to support Titan's tendering activity
- Support the Commercial 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

Desirable Skills/Experience

- Relevant degree with a minimum 1-2 years of relevant industry experience (marine, offshore, OWF or subsea cables) in a similar role
- Surveyor/Geophysicist/Oceanographer looking for a transition to tendering/commercial role
- Experience in tender proposals and cost estimating
- 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

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 16th August 2021



Titan Environmental Surveys Limited is part of the Gardline Group of Companies

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