

Position: Senior Co-Ordinator – Govt & Infra Markets

About the Organization:

Organization is a national player in shopper marketing and commercial space development execution, consultancy, design and delivery in transport hub and urban development projects. The organization is headquartered in Bangalore and has a national presence with regional offices in Mumbai, Gurgaon and Kolkata. It has its own state of the art manufacturing facilities in South and North India and strategic alliances in other parts of the country. We are an IMS/ISO certified company and an Equal Opportunity employer with robust system and practices.

Job Brief:

- To coordinate, prepare and compile bid submission documents in relation to tendering/bidding activities, tender questionnaires, and pre-qualifications.
- To organize and harness the efforts of all involved departments relating to tendering/bidding activities and review the documents.
- To coordinate customer's bid requirements within the various departments such as costing Production time, etc., collate and compile all queries and requests for additional information for communication.
- To vet through incoming tenders and to tabulate tender due date, date wise project status, tender submission instructions/requirement and mode of submission.
- To collate tender information and references from various sources such as online search engines, industry and market intelligence data etc., which are needed for submission.
- To monitor and ensure that tender submission due dates are strictly adhered to, including the checking, binding, packing and preparation of outgoing submissions;
- To keep a tab on all certification validity and new certification requirements and registrations.

Requirements:

- Graduation / Diploma in Technical Discipline. An engineering civil / mechanical / production stream degree shall be an added advantage.
- Basic understanding of AutoCAD/Solid works/ drawing Adobe Photoshop shall be an advantage but not a mandatory parameter.
- Proficient with Microsoft Word, Excel and PowerPoint and Email etiquette
- At least 3 Years of Experience with Tendering Process and with prior experience
- Familiar with techno-commercials in Road/Traffic safety and infra signage's and graphics.
- Spoken and written proficiency in English and Regional Languages. Good to have: Spoken knowledge for Hindi.

