

<b>Title</b>	Tender Engineer
<b>Job Opportunity Code</b>	GR-ENG001-17b
<b>Department</b>	Engineering
<b>Reporting to</b>	Engineering Manager / Project Manager
<b>Main Location</b>	Elefsina, Greece
<b>Form of Employment</b>	Full time
<b>Final Submission Date</b>	29.09.2017, 17:00 GMT+2

## Job Description and Purpose

The position was mainly established for the purpose of supporting the Engineering Department. In general, the Tender Engineer manages the tendering process, from the initial enquiry up to contract award and project handover. The new candidate will be required to combine technical knowledge and common sense in order to provide assistance and support to the Engineering Department. Gradually, the incumbent will interface with major national and international customers and will be assigned the proposal and tender of, often, complex high value engineering projects. Through time, the new Tender Engineer will be required and be able to take full responsibility of the tender package during the preparation, finalization and submission phase, while additionally, shall actively monitor the tender during the client process phase through to successful award. It is essential that the person is able to prioritize and delegate work and ensure that the allocated tasks are accomplished on time and accurately.

Co-ordination of the Project Manager during the project execution is often required.

### Important Note

As part of your role/function, you will be granted a higher user security clearance. Such Users are subject to greater scrutiny as a direct result of the significant responsibilities placed upon them. Please be aware that because of these critical duties, you will be subject to system monitoring, and supervisory evaluation to ensure continuous adherence to security clearance processes and procedures. Higher security clearance users are subject to a zero tolerance policy for security violations.

## Major Responsibilities

- Review of Invitation to Tender (ITT) documents, understanding, analyzing and accurately assessing all ITT requirements;
- Summarizing of the ITT package so that an initial 'Bid' or 'No Bid' decision can be made;
- Involvement in the development of the proposals strategy for the tender;
- Liaison with internal departments to ensure that all relevant input received is compliant with ITT requirements;
- Preparation and issue to client of appropriate and concise commercial and technical requests for clarification to client during the tender period;
- Ensuring timely delivery of the tender documents;
- Dealing with ongoing clarifications/ negotiations in a timely and efficient manner;
- Attendance of, and presiding when required, internal tender review meetings;
- Attendance at client tender clarification meetings/negotiations, including the management and organization of all required client endorsed changes to previously submitted tenders;
- Maintaining communication with client and support in obtaining client feedback on tenders submitted;
- Receiving and understanding post-contract feedback, obtained from executed projects, for use in future bid efforts;
- Documenting and filing, in an organized manner, of all relevant tender correspondence and data;
- Handover of all relevant tender documentation to Project and Contract teams following contract award and attendance of Project start-up meetings when required;
- Assistance and support in preparing reports of progress and improvement, day-to-day operations, performance improvement and training as required;

- Adhering to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all Assodivers policies, guidelines and procedures;
- Complying with Health, Safety and Environmental policies and procedures and compliance with all audits and inspections;
- Oversea travel in line with business requirements;

## Position Requirements

### Education & Training

*(The extent or level of knowledge or training obtained by formal education or outside study that is necessary to achieve normal job performance and proficiency. Such knowledge is to be considered the minimum education required for performing the position responsibilities.)*

- A higher university degree in Civil Engineering, if possible supplemented by basic project management skills;
- Clear and effective oral and written communication skills in English language;
- Proficient knowledge of Microsoft Office, Project Scheduling and CAD software required;
- Additional working knowledge of other foreign languages, (e.g. Italian, German, French etc.) are not prerequisite but are to be considered as extra skills;
- Additional working knowledge of subsea design suites (e.g. Macai suite) are not prerequisite but are to be considered as extra skills;
- Additional basic knowledge of contract management, contractual aspects and FIDIC are not prerequisite but are to be considered as extra skills;
- In the event the candidate is a male, he must have completed military services;

### Experience

*(The minimum experience required to perform the job. This experience can be gained in previous employment in a similar job and/or on the job with the current employer. Experience in this factor is measured in time periods e.g. 3-6 months, 3-5 years, 10-15 years etc.)*

- Up to 2 years related engineering/tendering experience;
- Other working experience in similar positions is under consideration as well;

### Skills & Personal Qualities

*(The minimum set of skills and personal qualities required to perform the job. Skills required are presenting the expertise or talent to do a job or task. Personal qualities describe the life skills need to be used to communicate and interact with other people, both individually and in groups. Both indicate the candidate's qualifications as they relate to the job and how they fit in the company culture.)*

- Respecting of the importance of confidentiality, as the candidate will be dealing with Client's confidential information;
- Strong client focus and ability to represent the company properly;
- Ability to act as a team player, willing to give additional input as and when required to meet client based deadlines, often at short notice;
- Ability to quickly assimilate new information;
- Ability and willingness to learn new skills;
- Ability to perform multiple tasks and respond to emergency situations effectively;
- Flexibility in work habits and work schedule;
- Maintain good working relationships with other employees;
- Strong interpersonal and analytical skills operating with high level of responsibility and independency;

### **Decision Making & Problem Solving**

*(The mental skills and mental effort required to perform the job. The complexity of decisions and ingenuity required describes the variety and routine involved with assigned tasks and responsibilities, the frequency of problems and the extent to which the work requires analytical ability and exercise of judgement.)*

- Tasks are diversified and follow a wide range of standardized slightly complex procedures;
- Tasks are considered semi-routine and may be of several varieties;
- Judgement exercise within procedures and practices to determine appropriate action; (common sense)
- Analysis of data generally applied to the solution of specific problems;
- Strong interpersonal and analytical skills operating with high level of responsibility and independency;
- Incumbent works on assigned objectives and may work occasionally independently on special projects;
- Candidate must possess problem solving skills and ability to troubleshoot in a logical manner;

### **Supervisory & Management Responsibility**

*(Job responsibilities in regards to directing, controlling and coordinating the efforts of employees e.g. supervisory, training, management and advisory responsibilities. Describes the responsibilities for advising management, providing functional advice and control for coordinating activities or groups. Indicates the number of direct and indirect reports and their position(s).)*

- No direct or indirect reports;

### **Independence of Action**

*(Describes the extent and closeness of supervision required and received, as well as the availability and involvement of the immediate supervisor. Consideration should be given to standard practices, instruction and procedures, as well as built in checks and reports that provide the employees with controls and restricts independence of action.)*

- Occasional supervision required. Candidate would work along on routine work and checks with supervisor only when in doubt. Production generally precedes a check on the quality of work. Established methods and procedures are clearly established and general instructions provided.

### **Consequence of Error & Budget Responsibilities**

*(Describes the responsibility for loss to the organization due to any single error resulting from actions or decisions involving the work function. Includes financial and material responsibility, responsibility for accuracy, and the safety of other. Describes the responsibility for establishing a budget and final accountability for its control. In some cases, budget responsibility may be indirect or influential.)*

- Errors usually discovered when work is checked in succeeding operations;
- Errors related to technical aspects and misleading understanding, have a strong impact on financial aspects and thus are considered as loss to the organization;

### **Confidentiality**

*(Describes the integrity and discretion necessary to safeguard confidential data handled or obtained as a regular part of the job.)*

- Frequent contact with confidential data or information where disclosure will have a potent adverse internal and/or external effect;

### **Contacts-Internal and External**

*(Describes the responsibility for meeting, dealing with and influencing others. Contacts may be internal and external. The nature, purpose, frequency and level of contacts should be described. The level of difficulty and importance of the contacts should be described.)*

- Contacts of importance are a regular part of the responsibilities of the position;
- Tact and judgement are required when dealing with others;

- Excellent communication skills are required, both written & oral, when dealing with others;
- Clear and effective oral and written communication skills in English language;
- Ability to react well at all communication levels is important;
- Internal Contacts – Presenting information where tact and judgement is required to obtain approval of action, cooperation or secure a decision;
- External Contacts – Regular contact when dealing with outside contacts however, procedures and standards are established and are to be followed;

## Standard Job Requirements

- All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility;
- All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities;
- To recognize health and safety is a responsibility of every individual, to take reasonable care of self and others and to comply with Health, Safety and Environmental policies and procedures and compliance with all audits and inspections;
- To promote equality as part of the job and to treat everyone with fairness and dignity;
- All individuals are expected to carry out their duties and responsibilities by adhering to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all Assodivers policies, guidelines and procedures;

## Work Schedule

- The Tender Engineer has a schedule that flexes around the need but typically is based on a Monday-Friday 09:00 to 17:00 availability;
- It is common for the Tender Engineer to work in a flexible basis whilst facilitating completion of major bids to meet with deadlines;
- Periodic travelling and overseas stays may be required in the line of business duties;
- Participation on offshore projects may be required in terms of familiarization with company's operations and procedures;

## Working Conditions

### Physical Demands

*(The nature of physical effort leading to physical fatigue)*

The Tender Engineer will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The candidate may be required to do some lifting of equipment, supplies and materials from time to time, weighting no more than 5kgs.

Generally the job requires 90% sitting, 2% walking and 8% standing.

### Environmental Conditions

*(The nature of adverse environmental conditions affecting the person)*

The Tender Engineer may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of other employees or the Department Manager. The incumbent may find the environment to be

busy, noisy and will need serious organizational and time and stress management skills to complete the required tasks. The job is performed in a generally clean and healthy environment.

**Sensory Demands**

*(The nature of demands on the person's senses)*

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The areas of work may be noisy and busy making it difficult for the person to concentrate.

**Mental Demands**

*(Conditions that may lead to mental or emotional fatigue)*

The Tender Engineer may have to deal with a moderate stressful environment as there are times were is possible the colleagues/ department managers/ co-operators are acting under pressure and require immediate services.

	Minimal	Moderate	Extreme
Physical Effort	X		
Health Risk	X		
Sensory Required		X	
Mental Stress		X	

***This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties and responsibilities or working conditions associated with the position. All the above are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.***