

JOB TITLE	Technical Proposal Coordinator
LOCATION	Norwich, UK
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

We are recruiting for a Technical Proposal Coordinator to join our successful client with a unique service offering. This Front of House role will often present the first impression to clients therefore an impeccable telephone manner is a must. The role will focus on an in-depth understanding on the service offering of the company. Excellent administration skills will ensure the sales enquiry and tender process are administered accurately and swiftly, guaranteeing clients receive the correct services to fit their requirements, an accurate proposal and a smooth handover to the technical team.

Excellent Marketing and PR duties will ensure the services are advertised throughout the industry. As well as office work, the successful candidate will show a willingness to visit exhibitions and conferences and present to clients worldwide.

JOB RESPONSIBILITIES

- Managing front of house and maintaining standards for exceptional client perception
- Managing and administering the sales enquiry and full tender process for new business
- Responding to initial enquiries
- Sales negotiation
- Assembling technical proposals
- Completing tender documents
- Liaising with clients
- Liaising with the technical team
- Opening and closing projects
- Maintaining related spreadsheets
- Marketing and PR including social media.