

JOB TITLE	Tender Engineer
LOCATION	Belgium / Remote
EMPLOYMENT	Permanent

JOB RESPONSIBILITIES & DUTIES

- Prepare and draft technical and commercial quotations for the tenders assigned.
- Liaise with other departments to attain information required – Finance, HSE, Legal, Operations etc.
- Prepare and present relevant information to the Tender Manager for review and approval.
- Prepare clarifications, client response and handover on contract award.
- Ensure that all activities are carried out with the highest regard for health, safety and the environment.
- Ensure that all work is undertaken to the highest quality and professionalism in accordance with the company Integrated Management System and project-specific documentation.
- Update the tender library with relevant information and procedures.
- Stay informed on market trends and the company's capacities and capabilities.
- Desirable – Knowledge of commercial aspects and / or risks of survey projects.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Technical bachelors degree or relevant work-related experience (i.e. Engineering, Construction or Survey).
- Fluent in English (written and spoken), knowledge of other languages is a plus
- Good level of numeracy and literacy skills
- Ability to communicate with people at all levels
- Ability to manage workload
- Flexible, self-motivated and happy with responsibility
- Good knowledge of MS office package
- Good attention to details
- Offshore operational knowledge is a plus