

JOB DESCRIPTION

<u>Job Title:</u>	Tendering Engineer
<u>Reports To:</u>	Commercial Manager
<u>Salary:</u>	£22K – £28K (<i>dependant on relevant experience</i>)
<u>Hours:</u>	37.5 (flexi time)

Job Summary:

Reporting to the Commercial Manager, the Tendering Engineer is involved in and responsible for the preparation of formal sales tenders and quotations.

Role:

- Preparation of technical and commercial tenders:
 - Preparation of estimates using the Customer's own enquiry and specifications
 - Using Acrastyle's electronic estimating tool to produce cost sheets
 - Liaising with component suppliers when necessary
 - Obtaining necessary approvals
 - Liaising between departments in order to prepare accurate estimates
 - Preparation and submission of formal quotation documents to Customer in a timely manner
 - Off-site meetings/ surveys with Customer as required
- Processing of received Customer purchase orders:
 - Receipt/ review of orders
 - Issue of orders (paper and electronic) to the Commercial Manager
- Attending inter-departmental pre and post tender meetings:
 - Internal kick-off meetings
 - Internal contract review meetings
- Any other reasonable duties, as required.

Responsibilities:

- All technical and commercial amendments, discussions and negotiations arising from the submission of a tender throughout the process right up to the order placement.
- Maintaining the integrity and professional image of Acrastyle to her Customers and Suppliers and assisting in the improvement and development of Acrastyle's Tendering systems, procedures and databases.
- Working as both an individual and within a team to prepare and submit tenders to strict deadlines.