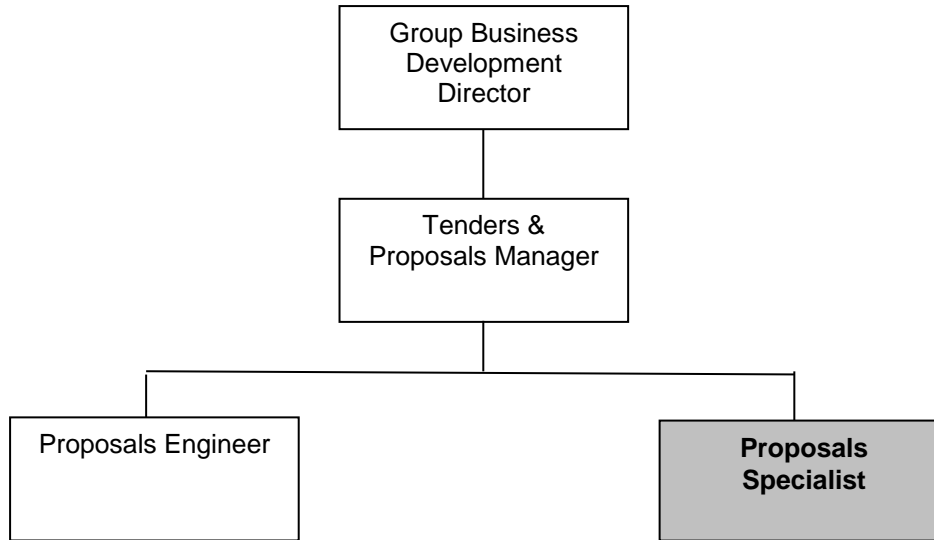


JOB DESCRIPTION

1. Position: **Proposals Specialist**

2. Reporting Relationships:



3. Job Purpose:

Reporting to Tenders and Proposals Manager and as a member of the Sales, Business Development & Marketing team, the Proposals Specialist is responsible for producing all types of standard and non-standard technical and commercial proposals (including proposal requests, responses to Tenders, RFPs, etc.) to ensure that our final offer meets our clients demands and is aligned with the TWMA Value Proposition. The chosen candidate will be working in a team that manages proposals for the entire organisation globally and will therefore be responsible for managing multiple projects, in multiple locations at any given time.

4. Key Responsibilities:-

4.1 Roles and Responsibilities

- Manage Tenders & Proposals CRM Portion and ensure it is kept up to date
- Preliminary review of enquiry or invitation to tender document
- Review client history to ensure continuity in proposal delivery
- Identify time frames for completion of Technical and Engineering Sections
- Identify and compile scopes of work for third party subcontractors for services and supply of materials where required as part of the Tender
- Identify and compile scopes of work for internal departments in order to fulfill the client's requirements, and ensure that all relevant information is included within the company's final proposal
- Co-ordinate clarification responses during bid evaluation process. Attend all relevant meetings
- Co-ordinate tender/proposal administration meetings (Weekly Trackers) including documenting MoM
- Formatting of final documents and facilitate proposal approvals process
- Review and understand terms and conditions (e.g. contractual terms, delivery delays, etc.). Work with the contracts manager to identify and communicate exceptions and potential risks.
- Assist in contract/tender negotiations with Tenders and Proposals Manager



4.2 Experience/Skills

- Minimum 2 years tendering experience in the international oil and gas sector
- Proficiency in Xait Porter or other tendering based software
- Proficiency in Microsoft Dynamics CRM software
- Preference to have a business/engineering degree but not essential
- Advanced Microsoft office skill sets
- Excellent communication skills (both written and spoken)

4.3 Key Competencies

- Positive attitude with demonstrated leadership skills
- Ability to turn needs and requirements into an appealing offer
- Pursue everything with energy, drive and a proactive “can-do” attitude; anticipate emerging issues and prepare to address them.
- Strong attention to detail: consistently demonstrate accuracy in product description, pricing model and terms and conditions.
- Excellent organizational skills.
- Possess good cultural sensitivity and awareness.
- Takes ownership of assignments with a view to completing tasks while focusing on tangible results.
- Consistently demonstrates determination to achieve high standards in own work.
- Ability to handle sensitive information relating clients’ needs

4.4 Complying with Procedures:

- Ensure all operations comply with the Company and Client operating policies and procedures.
- Ensure all operations comply with the Company Health and Safety policy as defined in the Company Handbook.
- Ensure all operations comply with the Company Business Conduct Policy and all declarations from questionnaires are brought to the Directors attention.

This is not an exhaustive list of duties and that all are subject to change should it be required.

This is to certify that I understand all that is expected of me in this job description

Signed:.....

PLEASE RETURN A SIGNED COPY

Date:.....