

TENDER ADMINISTRATOR

Our Company is in search of a responsible, honest and supportive individual to join their unstoppable Customer Service Team, as a **Tender Administrator** based in **Hammasdale, Durban**.

We are looking for a reliable individual who loves to track and analyse information. Our candidate can further translate this information into a story that contributes to the success rate of a commercial team responsible to create waves!

Your role will be to manage tender enquiries for the Construction and Building sector. You will attentively collate, prepare and submit quotations timeously for tender enquiries received by existing and new clients. You will play an integral and supportive role to Key Accounts Management and the Customer Service Team, with feedback related to pricing.

As a Tender Administrator you will fulfil our internal mantra of collaboration, respect, openness, clear communication and it goes without saying . . . **fulfilling our business goals**. Your feedback to the team will hold high value as you communicate in relation to projects, pipelines and information that supports additional Commercial objectives.

A guideline of your daily tasks will include:

- Filter emails received and distribute enquiries to the relevant sub- departments.
- Assign tenders to the Allocation Schedule.
- Identify Key and Large Projects and communicate to teams respectively for tracking, technical recommendations, pricing etc.
- Distinguish tenders between regions.
- Collate quotations in respect of Bills received and in accordance with the Allocation Schedule.
- Price quotations in accordance with contractual terms and conditions, core product focus and pricing directives as set out for the Commercial Team.
- Prepare and submit quotations with the necessary supporting documentation where required.
- Manage and save all quotes received via online filing.
- Prepare monthly stats for quotes populated and submit to Commercial Team for tracking and statistical analysis.
- Collaborate with the Commercial Team on tracking, tracing and repricing quotes.
- Provide project updates received from the Commercial Team for tracking, or repricing.
- Maintain feedback loop with Projects Co-Ordinator, Key Accounts Managers, and supporting team members.
- Support the commercial team where necessary.
- Promote healthy inter-departmental relations management.

Qualifications and Experience

- Grade 12
- 3-5 Years' experience in a construction industry or similar environment
- Experience in pricing within the construction industry would be advantageous
- Knowledge of geosynthetic/nonwoven/construction traded goods would be a high advantage
- Knowledge of working with Bills of Quantities and Tenders
- Excellent in working with Microsoft word with advanced excel skills
- Good email etiquette

Our ideal candidate

You should be an analytical and methodical person who shows up and is able to manage the integrity of data. You enjoy the motions of repetitive work because you track, see and sift through the information. You are time conscientious, meticulous and well organised about the information you capture. You enjoy the balance between being mature, professional and fit well to form part of a fun loving team, in an open plan office with people that play just as hard as they work!

We are a business that, continuously strive to improve. Change, growth and development is our only constant. We do this by remaining open to each other through curiosity, support, understanding and encouragement. As a team, we envision to be each other's greatest cheerleaders. We prefer to unlock and enable individual strengths with an aim to have our people activated to be the best version of themselves. Thereon we watch the possibilities unfold as we strive to continue to uphold our global motto of "Results are created by People"

If what we have described fits like a glove or inspires you to want to be a part of an amazing team, please go ahead and apply. Our People Department will take it from there. Good Luck!

Email CV's to: jobfsa@fibertex.com