

Job Description

Position	Tendering Sales Executive	Location - Mumbai
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Job Responsibility & Goals

1	Prepare tenders and standardized tender templates and documentation. Preparing Tender as per the techno-commercial scope of work given in tenders, etc
2	Preparation of quotes using CRM/Excel/Word
3	Develops the bid and tender strategy
4	Prepares initial tender documentation and coordinate obtaining the required approvals. Parallel work for company and product registrations with PSU / Govt entities/End Users
5	Maintain a list of qualified vendors, especially as related to planned tenders
6	Compilation of various input to create a more complete tender proposal
7	Monitoring deadlines - Timely submission of all tenders. RFQs raised. Bid Projects Documentation
8	Evaluation and contract negotiation. Liaises with the User Department on an ongoing basis with respect to Tender requirements and Tender status. Coordinating with customers by phone/email to seek/provide clarifications from time to time
9	Follow-up of a bid, prepare online & offline tender inquiry. Understanding of tender management process
10	Corresponds with vendors in conjunction with the tender process as required, ie, non-disclosure agreements, confirmation of interest, etc
11	Preparation and/or review of Tender Documentation Packages comprising of Instructions to Bidders, Contract Form, General Terms Conditions, Bid Forms, etc.
12	Assemble and maintain internal Procurement documentation relating to the tendering process, including recording management approval relating to tendering and contracting actions.
13	Maintains tender files and arranges their archiving upon Tender completion
14	Prepare Tenders status reports and expected timelines on a regular basis and when requested
15	Prepare correspondences to internal departments and vendors. Contact vendors to ask for quotations for the tender under discussion. Documenting and Processing purchase orders received from customers either in INR or foreign currency
16	Liaises and coordinates activities with Accounts and Finance to ensure order completion with payments and other documents such as BGs, bank Documents etc.
17	Tenders and Liasoning process can co-ordinate with govt. Officials, pending payment and collection follow-up, MIS reports, online/ offline searching of tenders, etc.

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18	Gathering information about new tenders floated	
19	Attend Pre-bid meetings	
20	Should be good at Rate analysis and quantity survey will give additional preference	
21	Search for new opportunities through different sites, departments, newspapers, and magazines. Maintain opportunity trackers	
22	Maintains quality service by establishing and enforcing organization standards.	
23	Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.	
24	Recording and maintaining client contact data. Generate new inquiries, prepare quotations and attain monthly target of order booking	
25	Preparing reports for head office and meeting regular sales targets	
26	Contributing to team effort by accomplishing related results as needed	
27	Must be willing to give 100% by being at top of the work at hand	

Reporting Relationships

Role Reports in to- Business Development Manager
Following team members will report to you
None

Job Specifications

Knowledge		Attitudes		Skills	
1	Projects industry	1	Self-Motivated, Passionate about sales, Goal Oriented	1	Communication, Simple, clear and customer-centric communication
2	Computer – MS Office is must, CRM software optional	2	Outgoing, Ability to build a rapport with customers	2	Professionalism, Time management skills
3	Sales of Industrial Goods	3	Organized, Fast learner and quick thinker	3	Analytical, Problem-solving abilities

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4	Estimation & Documentation	4	Adaptive to changing Environment	4	Creativity
5	Quotation Preparation	5	Persuasive, Ability to negotiate and understanding of marketing skills	5	The skills to work both independently and as part of a team
6	Competency in English	6	Able to handle criticism, a positive, confident and determined approach. The ability to cope with rejection		Excellent listening skills and ability to empathize with customer's needs. Conflict resolution skills

Educational & Experience

Sr No.	Description
1	Education – Minimum Graduate with degree in B.Com / B.Sc/ B.A. or other graduate degree
2	Experience – Minimum 2 years of relevant work experience in tendering for PSU/Govt sector and private sector in India