



Role: Tenders Administrator

Required by: ASAP

Location: Loughrea, Galway, Ireland

Duration: Permanent following 6-month probationary period or extension thereof

Salary: Competitive

Tenders Administrator

Glan Agua is an award-winning and innovative contractor providing project solutions for the water and wastewater industry including design, construction, commissioning, operation and maintenance.

Main Responsibilities

- Provide administrative support to the tendering team in the form of:
 - Management & Maintenance of online tender portals
 - Tracking of tender opportunities
 - Procurement
 - Tracking and Submitting correspondence with the client, RFQ's, Clarifications etc.
 - Overall Documentation Control
 - Building & maintaining company tender documentation library
 - Conducting won/lost analyses of submitted tenders in accordance with company standard operating procedures
- Assist the manager and team in the layout, formatting and compiling of bid submission documents.

Requirements

- Excellent computer skills (MS Word, MS Excel and MS Outlook)
- Previous professional experience on a similar role.
- Planning and organization
- Good communication skills