

Job Description

Job Title: **Proposals and Sales Administrator**
Department: **Aylesford Office**
Reports to: **Operations Manager**

SUMMARY

Prepare preliminary, budgetary and fixed price proposals (bids) in accordance with company standards, procedures and design protocol. Provide technical and pricing information to company representatives, engineers and clients to support proposal development. Liaise with the company key account managers and directly with customers to support sales objectives. Completes assigned activities under the direction of the Operations Manager or assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Prepare technical proposals and bids in accordance with Sales and Engineering specifications.
2. Liaise with internal departments and external suppliers to establish the costs and key design parameters for the selected equipment.
3. Maintain a customer focus approach and build key customer relationships.
4. Produce a detailed technical, commercial and cost schedule specification for all tenders/quotations.
5. Prepare tender documents for submission to the customer which outlines both commercial and technical aspects of the company's offer.
6. Review and incorporate customer and company health, safety and environment planning and management requirements of the project.
7. Review technical proposals and bids for compliance with quality assurance guidelines.
8. Review conditions of contract and / or conditions of purchase / sale
9. Evaluate technical, scope and commercial risk and mitigation measures as part of the proposals process.
10. Develop new proposal materials and update existing files to improve deliverables and response time.
11. Work closely with Engineering to understand current standards and provide feed back from Sales staff to facilitate product evolution.
12. Liaise with project delivery teams by way of an effective internal handover of a customer contract / order
13. Performs all work in accordance with established procedures.

LOCAL DUTIES AND RESPONSIBILITIES include the following:

1. Support sales department as and when required.
2. As and when required attend site and customer meetings.
3. Work with the supply chain to allocate risks and in support of producing competitive proposals

4. Liaising with, reviewing and interpreting client's enquiries.
5. Distribution and allocation of tender documents.
6. Significant commercial awareness.
7. Excellent presentation skills to perform duties necessary for securing orders.
8. Assist with customer framework bids and agreements as needed.
9. Other duties may be assigned as required.

LEADERSHIP & SUPERVISORY RESPONSIBILITIES

Proposals and sales leadership requiring organization of others to achieve objectives for on time, competitive, customer focused proposals.

EDUCATION, TRAINING AND EXPERIENCE

Directly related experience within a sales and proposals role (within the Water Industry ideally). Experience with documentation and have an administrative and organized outlook.

COMMUNICATION SKILLS

Ability to read, analyze, and interpret industry related documents.

Ability to respond effectively to sensitive inquiries and complaints.

Ability to understand and both read, write and converse in English at high competence level.

Ability to converse with internal and external departments and personnel.

Confidence to make effective communication with customers.

INDEPENDENT JUDGEMENT, DECISION MAKING & PROBLEM SOLVING:

Ability to make decisions relating to a range of situations requiring the use of a variety of variables and skills.

OTHER SKILLS AND ABILITIES

Computer skills: Must have computer experience using company standard software and high competence in Excel, Word, PowerPoint

Mathematical skills:

Ability to understand and apply higher mathematical concepts such as addition, subtraction, multiplication, and division.

Travel: May be required to attend liaison meetings/site visits with potential clients and suppliers or to other company premises.

Other:

- Strong organization skills and capability to handle multiple and changing priorities.
- Ability to understand and balance the relationship of customer needs with the technical aspects of Jacopa products.
- Ability to read and interpret mechanical drawings an advantage.
- Teamwork.



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is likely to visit wastewater treatment works, pumping stations, water / sewerage mains infrastructure, water treatment plants and supply chain manufacturing / assembly premises in the normal course of employment in the role.

Date Prepared

July 2023

Approved by Line Manager

Date

Signed by Employee

Date