

Team Lead, New Build Tendering

Your primary tasks will be:

- Handle all new global newbuild pump package and solution enquiries received from Regional Sales or from direct customers.
- Manage and monitor bid quotations submission is timely. Prepare and submit the bid management (commercial and technical) professionally.
- Maintain good relationship with clients. Ensure the team provides timely technical support and response during bidding process.
- Liaise with Engineering dept. in case a need of any product customization requirement.
- Organize Weekly Meeting for update on all open quotations and ensure quotations and revisions are submitted to Regional Sales / Customers as agreed.
- Consolidate and provide the clients' feedback to relevant stakeholders for improvement; manage all supplier's info, pricing and documentation are stored well for easy referencing; ensure all quotations are properly documentation and are stored in system.
- Provide information about the client's technical requirements to Purchasers to liaise with suppliers. Evaluate the supplier's products and select a suitable and cost-effective solution
- Manage order processing after the contract signed. Establish data in SAP and handover the order processing to Contract dept.
- Assist Contract and Purchasing department during order processing for contract delivery in order.
- Prepare Weekly / Monthly Progress Reporting (e.g quotation status, no. of RFQ and quote generated, turnaround time etc).
- Champion Process Improvement and Team's Productivity whenever required.
- Be part of Strategic Supplier Management team by keeping good relationships with key suppliers; establish competitive pricing agreement with key suppliers whenever possible.

Requirements:

- Degree / Diploma in Mechanical Engineering or related discipline with experience preferably from the marine industry, ship building, marine equipment
- Good People Management Skill
- Result driven with a Strategic mindset to improve business and sales process
- Excellent Communication skill
- Knowledge in using Intelliquip (will be an advantage)

Please send your job application to recruitment@hamworthy-pumps.com