

<b>JOB DESCRIPTION</b>			
<b>Job Title:</b>	Tender Administrator	<b>Job Grade:</b>	B2
<b>Reporting To:</b>	Head of Business Development & Marketing	<b>Department:</b>	Marketing

### **Overall Responsibility**

The Tender Administrator is responsible for managing the tender processes within Business Development from initial request through to contract award. This role involves coordinating and preparing tender documentation, ensuring compliance with tender requirements, and maintaining accurate records. The Tender Administrator works closely with various departments to gather necessary information and ensure timely submission of tenders.

### **Key Tasks, Duties and Responsibilities**

- Reviewing and understanding the tender requirements and coordinate the preparation and submission of the tender documents.
- Liaising with internal and external stakeholders to gather necessary information for tenders.
- Communicating the tender updates, requirements, and deadlines to relevant parties.
- Attending meetings and briefings related to tender submissions as required.
- Ensuring all tender submissions are accurate, complete, and submitted on time.
- Maintaining a comprehensive database of all tender-related documents and correspondence.
- Ensuring proper filing and achieving of all tender documentation.
- Tracking tender progress and deadlines using appropriate tools and systems.
- Ensuring all tender submissions comply with the client's requirements and company standards.
- Conducting quality checks on all tender documents to ensure accuracy and completeness.
- Staying updated on relevant regulations and standards affecting the tender process.
- Preparing regular reports on tender activities and outcomes.
- Analysing tender feedback and outcomes to identify areas for improvement.
- Assisting in the development and implementation of tender strategies.
- Performing any other duty as may be assigned by the Management.

### **Job Specifications**

- Bachelor's Degree in a Business-related field.
- Certificate of proficiency in insurance or progress in ACII or AIIK is an added advantage.
- At least 2-3 years' progressive work experience in a similar role or data analysis role within the industry.

### **Key Competencies & Skills**

- Possess good data analysis techniques.
- Knowledge of procurement processes and tendering procedures.
- Ability to interpret and analyse tender documents and contracts.
- Attention to detail and accuracy.
- Strong problem-solving and analytical skills.
- Team player with the ability to work independently.
- High level of integrity and professionalism.
- Excellent interpersonal and communication skills.
- Proficiency in Microsoft Office Suite and tender management software

### **How To Apply**

Interested candidates are requested to forward their updated CV's to [hr@occidental-ins.com](mailto:hr@occidental-ins.com) by COB Friday, February 7, 2025, with the subject heading as "**TENDER ADMINISTRATOR**". Only the shortlisted candidates shall be contacted.