

<b>Job Title:</b>	<b>Proposals Engineer</b>
<b>Reporting To:</b>	Proposals Manager
<b>Location:</b>	Warrington, Cheshire WA1 4RW
<b>Job Summary:</b>	<p>Reporting to the Proposals Manager, you will be involved in preparing sales tenders and quotations.</p> <p>The main duties include the responsibility for the following:</p> <ul style="list-style-type: none"> <li>• Preparing multi-discipline tenders for the Water and Waste industry and Industrial markets.</li> <li>• The timely completion of multiple concurrent tenders, including Framework tenders.</li> <li>• Liaise with Proposal's Manager and client's staff to ensure KPI's are met or exceeded.</li> <li>• Read and understand client specifications and drawings.</li> <li>• Prepare Material Cost Analysis spreadsheets.</li> <li>• Attend internal and external review and progress meetings.</li> <li>• Attend site visits/meetings.</li> <li>• Ascertain preliminary and detailed project requirements and solutions, including programmes and value engineering solutions.</li> <li>• Understand and complete contract documentation for submissions.</li> <li>• Consider site safety, health and environmental issues.</li> <li>• Co-ordinate and liaise with suppliers, specialist sub-contractors and in-house resources.</li> <li>• Compile and collate final submission documentation and data sheets etc. for inclusion into tenders.</li> </ul>
<b>Skills &amp; Qualifications Required:</b>	<ul style="list-style-type: none"> <li>• An industry applicable ONC/HNC/B.Eng or NVQ equivalent.</li> <li>• Commercial and contractual awareness.</li> <li>• Working knowledge of Microsoft packages.</li> </ul>
<b>Person Specification:</b>	<p>The ideal candidate will possess the following:</p> <ul style="list-style-type: none"> <li>• Self motivation.</li> <li>• Be able to organise yourself and others workload.</li> <li>• Be proactive in your approach.</li> <li>• An excellent communicator.</li> <li>• A high level of diplomacy and customer focused.</li> <li>• Able to work within a multi-disciplined team</li> </ul>
<b>Salary &amp; Benefits:</b>	For the right candidates we offer an attractive benefits package in a rapidly expanding forward thinking company. Competitive salary depending upon experience and qualifications.