

TSM/HR/JD/2023/008

<b>Designation/Title:</b>	Admin Tender Executive
<b>Attn to:</b>	
<b>Reporting to:</b>	BD Manager

**JOB DESCRIPTION DUTIES/RESPONSIBILITIES**

The admin executive provides administrative support to Pricing & Tender teams by preparing tariff reports, handling information requests, and performing clerical functions such as client & vendor registrations, updating commercial reports. The executive is responsible for performing certain duties like act as a liaison for the BD & Pricing/Tender teams take messages, record, type and distribute meeting minutes, conduct research in areas of interest for the business.

- Handle all the new client enquiries promptly, including the invitation to tender and request for quotation from the client.
- Compile and maintain the tender working files, brochures, write-up and related correspondence documents in timely manner to ensure up-to-date of the tender information for effective tendering / bids.
- Analyses and review the tender / contract requirements, obligations, provisions, terms and conditions to ensure the compliance of the business to the relevant laws, regulations, corporate policies and business unit's procedures at all times.
- Monitor the expiry of tender / contract in order to alert the business unit to confront the client promptly in ensuring the sustainability of the business tenders.
- Work closely with management in drafting, reviewing, and negotiating commercially viable tenders and contracts.
- Provide constructive recommendation to the management on the contractual queries / clarification raised by the client.
- Ensure the correct implementation of the relevant procedures and instruction requirements for the preparation of subcontractors, including assessment on the exceptions and qualifications from the subcontractors.
- Ensure the relevant group working procedures and instructions are being applied during the life cycle of the project.
- Work closely with the contract holders from the contract pre-award stage to post-award and till the closure or renewal of contract.
- Perform any other responsibilities as assigned by management.

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