

THAI NIPPON STEEL & SUMIKIN ENGINEERING & CONSTRUCTION CORP., LTD.

To : Training & PR Section	Date of request : 20 Jul 2018
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Job Vacancy Advertising

Division : Proposal	Section : 821-Project Planning & Proposal
Position : Sr.Proposal Engineer	Employment Type : Permanent
Number of request : 1 Person(s)	Prepared by : Ms.Kingkarn R.

Responsibilities:

- Lead preparation of proposals in liaison with Bid Leads and Marketing.
- Preparation of prequalification submissions to customers. May require developing project execution plans through Project Department.
- Review Tender Documents including detailed review of the Instructions to Tenderers, Scope of Work, key Contract Dates, Commercial price forms and terms of payment, as a minimum.
- Initiate all required documents.
- Coordinate the distribution of documents via a document distribution matrix, utilizing both hard copy and electronic media.
- Participate in Bid Kick off meetings, and schedule progress meetings as required.
- Establish the bid schedule and communicate requirements to all departments providing proposal inputs. Update schedule as required in the event of extensions being granted.
- Monitor progress of the bidding activity and highlight concerns to the Proposals Manager.
- Set up and maintain a clarifications register to log and monitor all pre and post bid correspondence.
- Review and identify any inconsistencies in the Invitation to Tender Documents and, if necessary, seek clarification from the Customer.
- Coordinate input and issue requests for Clarification. Distribute clarification responses and Bid Addenda as received from the Customer, and include summary of matters addressed in the same, when feasible.
- Review bid inputs and check that there are no errors, inconsistencies, oversights, and that the execution plan inputs are in accordance with the Capture Plan strategies.
- Ensure that inputs are received in the requested format.
- Expedite inputs to ensure that the bidding schedule is not jeopardized.
- Prepare all reports and Bid Review Narratives as defined in the procedure document to satisfy Management bid review requirements.
- Provide input to bid reports.
- Preparation of Budgetary / Indicative proposals.

Qualifications:

- Degree level education is preferred, but must have a sound engineering education & background
- Technical aptitude is required – candidates must be proficient with the usage of MS-Office
- Strong interpersonal skills – successful candidates will communicate effectively, possess strong writing
- Skills, capable for coordination and communication to all department as integration of proposal, etc.
- Ability to manage complex and varied priorities
- Preferred project engineer experience assigned in the project in the oil and gas business at least 5 years
- Experience in a similar role, preferably in upstream Oil & Gas and/or Petrochemical process applications

Location: Bangpakong, Chachoensao