

CAREER OPPORTUNITY**Tender Specialist**

General

Formal Position:	Tender Specialist
Department:	Tendering & Estimating
Reports to:	Manager, Tendering & Estimating
Region:	Edmonton, AB
Employment Form:	Full-time
Education Level:	Diploma or Degree
Contract Form:	Permanent

Job description:

Mammoet is currently looking for an experienced Tender Specialist to join our Edmonton Tendering and Estimating group. If you excel in handling daily challenges, collaborate effectively as a team player, and find satisfaction in solving complex problems then this career is for you. We are looking for an individual who is self-motivated, adaptable to change, keen attention to detail, has excellent communication skills, and has a genuine enthusiasm for thriving in dynamic environments.

Responsibilities (including but not limited to)

- Conduct all business in a professional, respectful manner
- Review and understand RFP/RFQ requirements as per the Invitation to Bid, Scope of Work Documents and related contract specifications, drawings, etc.
- Collects specific information regarding the upcoming work that is to be quoted
- Develops/realizes cost-effective safe solutions to project requirements
- Estimates the cost of the work and provides quotes and tendering packages to the client
- Collaborates with Contract Managers and Account Managers for evaluation/negotiation of contracts
- Follow up with clients to determine the status of the quoted work and answer any questions they may have
- For successful quotes, obtains any additional information required, purchase order, reviews commercial terms, and facilitates hand-over to the assigned Project Manager
- Represents and markets all services of Mammoet to clients
- Some occasional travel to various worksites may be required
- Helps develop strategies to keep Mammoet competitive in the market

Education & Experience

Education

- Diploma or degree in a related technical field preferred (CET, EIT, P. Eng)

Experience

- Intermediate to advanced skills with Microsoft Office
- Knowledge of AutoCAD is an asset
- 2+ years of previous experience in the heavy lift and heavy transport industry
- 3+ years previous experience working with estimating or tendering is an asset
- Knowledge of Microsoft Dynamics CRM is an asset



Characteristics

- Takes initiative
- Continuous learner
- Able to work with others – internal and external
- Good communicator
- Service Orientated
- Organized
- Attention to detail

About our Company

Mammoet helps clients improve construction efficiency and optimize the uptime of plants and installations. For that purpose, we provide solutions for lifting, transporting, installing, and decommissioning large and heavy structures.

We provide the following services:

- Engineered lifting and transportation services
- Lifting, transportation, and installation of modular constructions
- Factory-to-foundation projects
- Plant turnaround logistics
- Decommissioning of onshore and offshore installations
- Trading in new and used equipment worldwide

About our region

This will be a full-time position operating out of our Edmonton, AB location.

Benefits

Salary will be commensurate based upon education and experience. Mammoet offers competitive wages, health benefits and RRSP contributions. In addition to this, we offer an engaging environment in which a variety of career development and growth opportunities exist to our employees both locally and internationally. Mammoet is an existing benefactor for variety of local and national charity organizations and also provides support for our own employees' extracurricular activities.

Mammoet is dedicated to building a workforce that reflects diversity. Mammoet encourages applications from all qualified individuals. We thank all applicants for their interest in Mammoet, however, we will only contact those selected for an interview. Applicants who require accommodation due to disability during the selection process should notify human resources when contacted for an interview.