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| Role Profile Title: | **Bid Co-Ordinator** | Job Code: |  |
| Job Title: (for use when creating an individual job description) | **Bid Co-Ordinator** |
| Job Family : | **Pre-Contracts** | LAL Level: | **2** |
| Position Reports to: | **Pre-Contracts Manager** |
| BU / Project / Dept.: | **Infrastructure** |
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| **LEIGHTON ASIA**  |
| Leighton Asia leverages comprehensive sector expertise and geographic diversity as a leading constructor. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in Hong Kong, India, Indonesia, Macau, Malaysia, Philippines and Singapore; Leighton Asia is headquartered in Hong Kong. |
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| **PURPOSE OF THE ROLE (why does the position exist, WITH what objectives)** |
| The role is responsible for the coordination, preparation and submission of all proposals and to lead the administrative functions for the Precontracts Department. |
| **Key working relationships** *(Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)* |
| **PRIMARY AUDIENCE (Internal)** | **PRIMARY AUDIENCE (External)** |
| * Pre-Contracts Manager
* Bid Managers
* Estimating Manager
* All bid team members
 | * Clients Representative
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| **Qualification, Experience and Skills** *(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)* |
| **QUALIFICATIONS** | **EXPERIENCE** |
| * Diploma in Business Administration
 | * Total work experience: 5 years in the capacity of a Bid Coordinator or similar function
* Understanding of company and governmental regulations on safety and environment
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| **BEHAVIOURAL SKILLS** |
| (Refer to Knowledge: Leadership Capabilities / Behavioural Expectations for the descriptions of behavioural skills for the role) |
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| **Key Accountabilities** *(List all areas of responsibilities, with key tasks and performance metrics defined)* |
| **KEY ACCOUNTABILITIES** | **KEY TASK & PERFORMANCE INDICATORS** |
| Bid Coordination/Tender Preparation | * Engaged from start to finish in the preparation and assembly of all proposals, EOI’s and/or RFQ’s in liaison with relevant tender team members
* Develop and maintain relationships with all stakeholders and serve as the focal point for all tender-related queries and communications
* Responsible for the processing and distribution to all relevant stakeholders of all incoming Tender documents including Addenda and Corrigenda
* Responsible for updating the working (controlled) copy of tender documents to incorporate all incoming addendum information
* Review in detail the Tender documents including all Addenda, Corrigenda and clarifications taking note of the requirements stipulated in the Instructions to Tenderers, Scope of Work, Contract Key Dates, COC and Commercial requirements
* Review and identify inconsistencies in the ITT and raise clarifications to the client as deemed necessary
* Prepare detailed submission Deliverables List based on the ITT which will be monitored and updated regularly ensuring all subsequent revisions are incorporated
* Ensures that bid development is on track and inputs are in accordance with the Deliverables List
* Monitors progress of bid activity and flags concerns to the assigned Bid Manager or proactively mitigates possible oversights
* Set up and maintain a tracking sheet for all clarifications and queries including pre and post tender correspondences
* Prepares and collates documents for submission to prospective clients
* Performs quality checks on the final proposal documents to ensure a cohesive and compliant submission to the client
* Assist in the start-up and set up of a new project
* Maintain a database of generic submission documents such as CVs, project photos, Project Data Sheets, track records, and proposal related collaterals.
* Manages and monitors business opportunities within the Salesforce Platform including entry, update, and completion of approval requirements for Company’s Senior Management
* Renders Business Development support
* Preparation of business planning & opportunity tracking reports for management reporting purposes.
* Performs other administrative tasks as necessary to support the Pre-Contracts team
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| Adherence to HSE requirements | * Understanding the LAIO corporate HSE requirements
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| **Agreed By** (please signwhen agreeing on this job description)**:** |
|  | **Name** | **Signature** | **Date** |
| Employee: |  |  |  |
| Manager: |  |  |  |