

Proposals Coordinator

Proposals coordinators work with a team of professionals to produce bids for tenders (contracts for work), whilst taking into account business and legal risks, and costs.

They are also called contract managers.

The Work

You could be:

- reviewing and managing invitations to tender (ITT), expressions of interest (EOF), requests for quotes (RFQ) and requests for information (RFI)
- working with legal professionals to coordinate and develop proposals
- managing internal and external customer relationships until confirmation of preferred bidder
- identifying business, legal and corporate risks linked to the work being bid for
- developing solutions in line with client requirements
- ensuring that all commercial, contractual and technical elements of tenders meet requirements
- providing support in the pricing and rates proposed for the work
- ensuring document control and CRM (customer relationship management) processes are followed
- reviewing and updating the tendering process and ensuring best practice.

Pay

Starting salaries for proposals coordinators can be around £24,000 to £27,000 a year. With experience, this can rise to around £40,000 and in a senior or management position, could be up to £55,000 a year.

Conditions

- You would work in an office (possibly hybrid working – a mixture of office and home), but you may visit clients on site.
- You might have to travel to meetings in other parts of the country or perhaps abroad. You may have to spend nights away from home.
- You would usually work Monday to Friday, 9am – 5pm, but sometimes you might need to work evenings and weekends to meet deadlines.

Getting In

- Many entrants have a degree (SCQF Levels 9-10) in business administration, management or legal studies.
- Some may have a degree relevant to the offshore industry, such as environmental studies or an engineering discipline.
- For entry to a degree, you normally need 4-5 Highers and possibly a science or technological subject, depending on the degree.
- Studying for a relevant Foundation Apprenticeship (SCQF Level 6) while in fifth and sixth year at school

could count towards entry to a degree. Entry requirements vary between colleges.

Proposal coordinators in the offshore industry work for consultancy companies involved in maritime, oil and gas, renewable energy, energy technology development and decommissioning.

What Does It Take

You need to have:

- a creative approach to solving problems
- good IT skills
- excellent verbal and written communication skills
- excellent organisational skills
- analytical and critical thinking skills.

You need to be able to:

- work under pressure and meet deadlines
- work in a team
- work on your own initiative
- collaborate with a wide range of professionals.

Training

- You could study for additional qualifications, such as postgraduate, relating to law or the energy industry.
- You would do on the job training to gain a full understanding of the regulations involved in the maritime and offshore industries.

Getting On

- With a few years' experience and more knowledge and understanding of the industry, you could move up to senior proposals coordinator.
- After several years, you may become a manager, leading a team of other coordinators.

Contacts

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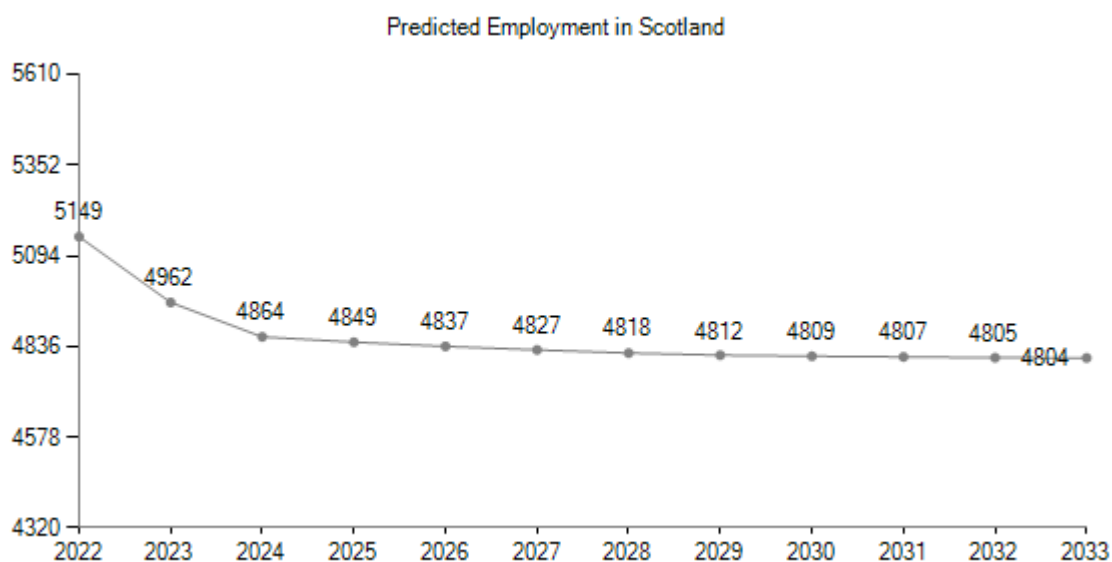
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Statistics

Employment Status : Not available this career.

Past Unemployment - Scotland

No Claimant statistics available for Scotland.



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