

## 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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## Statistics

Employment Status : Not available this career.

### Past Unemployment - Scotland

No Claimant statistics available for Scotland.

Predicted Employment Statistics : Not available this career.