

Proposal and Tender Coordinator

Location: Baku

Grade: Proposal and Tender Coordinator

Code: PTR 80010

Employment type: Full time

We are seeking a highly organised and detail-oriented Proposal and Tender Coordinator to join our team. In this role, you will primarily assist with the preparation of proposals and the administration of tenders, ensuring that all submissions meet the highest standards of quality, compliance, and branding requirements.

Key Responsibilities:

- Work closely with Heads of Service Lines to gather and develop content that effectively addresses client needs and requirements;
- Ensure all proposals are professionally formatted, visually appealing, and consistent with the Firm's branding guidelines;
- Tailor proposals to align with specific client requirements and objectives, highlighting our unique value proposition.
- Verify that all proposal components comply with client instructions, company standards, and branding requirements.
- Manage timelines and coordinate contributions from various team members to ensure timely submission.
- Maintain a database of submitted proposals and track their status, providing regular updates to relevant stakeholders.
- Collect and incorporate feedback from clients to continuously improve proposal quality and effectiveness.
- Monitor portals and other sources to identify new tender opportunities, including government tenders.
- Collect and organise all necessary documents required for tender submissions, ensuring compliance with tender specifications.
- Administer government tenders through the appropriate portals, ensuring accurate and timely submissions.
- Work with internal teams and external partners to gather all required information and documentation for tender submissions.
- Ensure all tender submissions meet the legal and regulatory requirements.

- Manage the submission process, including uploading documents to portals, and handling any technical issues that arise.
- Track the status of tender submissions and follow up with clients or government agencies as necessary.
- Maintain accurate records of all tender submissions, including correspondence, feedback, and outcomes.
- Identify and implement improvements to the tender process to increase efficiency and success rates.
- Providing support where needed to team keeping up to date with regular daily matters.

Qualifications:

- Bachelor's degree in Business, Marketing, Communications, or a related field.
- Two years' experience in related field.
- Strong written and verbal communication skills in Azerbaijani, English and Russian.
- Attention to detail and a commitment to producing high-quality work.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with proposal management software and government tender portals is a plus.

Please send your resume and a cover letter detailing your relevant experience and why you are interested in this position to recruitment@bdo.az with **Proposal and Tender Coordinator** mentioned in the subject of your email.