

Position: Tender Co-Ordinator/Estimator

Reports to (position):	Engineering Director and/or Commercial Director	Job Location:	Charleville, Cork
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Company Overview:

Established in 1978, Flow Technology is a privately-owned process engineering company based in Charleville, Co. Cork. Flow Technology designs, manufactures, installs and distributes specialist process equipment and systems for the manufacturing sector across the biopharma, pharmaceutical, beverage, food and dairy industries. The company is a market leader and is proud of its reputation for quality and delivery, earned and maintained over decades, and enjoys an excellent level of staff loyalty and retention. It is a preferred supplier to 8/10 world's top biotech companies, the top 2 soft drinks companies, 3/4 largest drinks companies and most of the top dairy COOPs.

8/10
World's Largest
Bio Pharma
Companies

No.2
Largest
Soft Drinks
Company

3/4
World's Top
Alcohol
Producers

No.1
Largest Whiskey
Distillery

Why Join Flow Technology:

There are a number of great reasons to join the Flow Technology team:

- You will be joining a growing company with a lot of ambition.
- You will work with world industry leaders in the biotech, beverage and dairy sectors.
- We encourage and give our staff genuine responsibility.
- We offer competitive packages that match most blue-chip companies.
- We provide flexible work hours to help you balance work and home life.
- We care about our local communities and support our staff to get involved.
- We will invest in your personal development to help you succeed.

The Role:

Flow Technology seeks a suitable candidate to manage the development, performance and maintenance of the tender process activities of the organisation.

The position will involve:

- Review and interpretation of tender documents, drawings, specifications, data sheets, contracts & other related materials.
- Assessing material, labour and equipment costs
- Effective liaison, support and assistance between the tender process department, senior FT process engineers, rest of organisation, its suppliers and customers.
- Compilation of Quality Tender Submissions.
- Monitoring of the tender submission process for accuracy, formatting, completeness, consistency, and compliance.
- Monitoring of the overall performance of the tender process to obtain maximum efficiency, quality, service and profitability for the organisation.
- Partaking in pre-, mid- & post-tender meetings.
- Maintaining accurate records and managing data related to the tendering process.
- Development of plans for streamlining tender processes.
- Reporting on a monthly basis or as otherwise agreed to the Senior Management Team.
- Adherence to all organisation policies and procedures
- Monitoring of competitor activity, market trends and any other market dynamics that may be useful to management.

Experience Requirements & Qualifications:

Ideally, the Tender Co-ordinator/Estimator will have the following:

- 3+ experience working in an estimator/tendering role with a Mechanical/Electrical contractor.
- Diploma/Degree (or equivalent) in mechanical, process or electrical engineering.
- Familiarity with, and ability to interpret, user requirements, engineering specifications, drawings and related documents for process systems in the Pharma, Dairy & Beverage Sectors.
- Understanding of P&IDs and how they might relate to system general arrangements.
- Basic understanding of electrical & control systems to generate enquiries for sub-contractors.
- The ability to maintain good working relationships with suppliers ensuring value for money and standardisation of agreements / contracts.
- The ability to execute a clear handover to the project team whilst maintaining involvement throughout the project & continuously seeking feedback.
- The ability to generate project execution schedules (e.g. MS Project) for tenders.

Personal Attributes:

- An individual with strong drive and vision
- Excellent interpersonal skills
- Excellent verbal, written, presentation & negotiation skills.
- Excellent technical writing skills
- A consistent record of initiative and achievement
- The ability to organize & coordinate teamwork and promote collaboration within the team.
- The ability to manage multiple projects.
- A critical mind with the ability to take an overall view.
- A diligent worker able to deliver under time pressures.
- Committed to the highest level of confidentiality and staunchness.
- A commitment and ability to get the job right first time.

The Package:

This is an exciting opportunity for a high calibre candidate to join a successful company:

- Competitive salary with scope for progression.
- Annual performance related bonus.
- Company pension scheme.
- Life and PHI insurance.
- Flexitime working.
- Support for training and self-development.

Get in Touch:

If you are interested in joining an enthusiastic, dedicated, forward-thinking team with a drive to succeed them please email your CV with cover letter to **hr@flowtechnology.ie**