

# Proposals Manager



Birwelco has an immediate position available for a Proposals Manager to join its experienced engineering team. Birwelco, as part of the UnitBirwelco Group, are experts in the design of complex thermal equipment, including heaters, flares, flare gas recovery and more.

## Responsibilities-

- Manage the Company proposal teams, assign work priorities and ensure adequate resource is available at all times to produce high quality proposals within submission deadlines
- Manage the development of selected proposals and prospective Client prequalification processes
- Manage the proposal/prequalification development process, commencing after opportunity identification and continuing through to document submittal and post submittal conditioning.
- Determine the most cost effective engineering and supply/fabrication strategy to be adopted in proposals, through consultation with other disciplines as required.
- Facilitate proposal meetings, assigns tasks and sets deadlines, track progress, communicate and compile information from involved departments and ensure that customer requirements are met.
- Serve as liaison between the proposal team and the Engineering, Procurement, Project Management and Sales teams to obtain all information necessary to prepare the quotation or proposal.
- Obtain the appropriate signatures for proposal/prequalification submittals (cover letters and bid forms).
- Maintain enquiry registers and oversee the updating of proposal/prequalification status information/records in the company database.
- Attend monthly Company Sales Meetings and generate Proposals Group monthly reports for discussion at these meetings.
- Assist in forecasting of future workload using bids submitted and expected.
- Develop and maintain employee resumes that may be included in proposal submission documentation.
- Strive to automate processes where possible and ensure that historical data can be recaptured and utilized for future proposals where appropriate.
- Assist with the initiation, development and improvement of proposal preparation guides, standard bid templates and estimating procedures.
- Review work generated/developed by all members of the Proposals team to ensure conformance to specifications and to identify deviations from accepted company policy/practice.
- Ensure that relevant statutory regulations and legislation (such as PED, COM, ATEX etc), which are relevant to specific proposals, are complied with in all respects.
- Manage the human resource functions of the proposals team including, in association with the General Manager, recruitment and release of resource, performance appraisals, mentoring proposal teams to improve technical skills and interpersonal and problem resolution skills. Recommend and provide input for salary and career development for proposal team members.
- Ensure that proposals staff receive health and safety and other job related training.
- Work to identify and provide opportunities for the team to learn new skills and techniques.

#### Qualifications and Experience-

- Chartered Engineer (C.Eng)
- 15 years minimum oil & gas experience required
- 10 years minimum proposals management experience
- Experience in technical and commercial proposal writing.
- Leadership skills and ability to effectively manage resources.
- Excellent command of English Language in both written and spoken form.
- Capability to create fit-for-purpose and/or Client compliant proposal documentation.
- Effective interpersonal and customer relations skills.
- Effective use of communication process across all staff and managerial boundaries.
- Ability to handle confidential or sensitive information or issues.
- Skills in problem solving, team building, and quality management.
- Ability to plan, prioritize and work with strict time constraints.
- Ability to handle multiple tasks simultaneously, with changing priorities.
- Computer skills in Microsoft software suite and other job related software.
- Ability to work in a team environment and willingness to assume additional or new responsibilities readily.
- Ability to work flexibly as work load dictates, which may occasionally require adjusted work schedule and extended hours.
- Ability to comply with applicable laws and regulations, the Company's Code of Business Conduct and other Company policies and procedures.

#### Reporting Relationships-

- Reports to the General Manager



We are carbon negative 

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Please send CV's & Cover letters to [careers@unitbirwelco.com](mailto:careers@unitbirwelco.com)