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Human Resources

Tendering Engineer Job Description

Job Title: Tendering Engineer

Location: Loughborough, UK

Department: Tendering

Role Purpose

To efficiently process incoming enquiries from customers for BRUSH Generators and associated equipment. To develop and manage enquiries for BRUSH products to a successful conclusion for the markets and geographical segments for which the department is responsible, acting as a champion and ambassador with internal and external contacts. To achieve sales and margin targets.

SECTION 1 – Key Responsibilities

- To effectively identify and assess the requirements of incoming enquiries presented by the Sales Managers within the remit of the role and ensure appropriate action and feedback given.
- Manage operational aspects of a technical and commercial tender, preparing documentation for handover to project managers. Provide project managers with price contract variations.
- To develop, in association with the appropriate Sales Manager, effective project campaign plans for targeted project opportunities, drawing upon Company and external resource in accordance with Company policy on pricing and commercial conditions, providing excellent customer service and a timely tender turnaround times, exploiting all available opportunities.
- To co-ordinate internal Company communications with various departments for the creation, preparation and issue of Tender Approval Forms (TAFs), firm and final quotations; using standardised tender formats.
- Maintain and develop existing and new customers, working with Sales Managers, Customer Services Managers and Project Managers to assess customer satisfaction on all projects completed and future sales opportunities, including pre-order design reviews.
- To utilise and update the Company EMS system (“Microsoft CRM”) as required during the course of executing the defined responsibilities.
- Responsibility for maintaining excellent levels of customer satisfaction and for meeting KPI’s.
- Minimise Company’s exposure to liabilities.
- To ensure that all applicable Company Standing Instructions, including safety, are personally complied with.
- To assist other members of the department with their workload during periods of holiday, sickness or heavy overload.
- To advise on training requirements as required.
- Comply with Health, Safety and Environmental policies, procedures and with compliance audits.
- All other reasonably requested duties.
- All employees have a legal duty to take reasonable care for the health, safety and environment of themselves and of others who may be affected by their acts or omissions at work and to observe and follow the relevant systems, rules and methods of working



- The job description is not to be regarded as exclusive or exhaustive and you may be required to undertake various duties as may reasonably and lawfully be required of you by the Company

SECTION 2 – Person Specification

Qualifications or Functional Experience

- HND in Electrical Engineering, or equivalent.
- Proven track record in a similar role within a capital plant business, ideally electrical engineering.
- Extensive experience in commercial business practices and contract conditions.

Knowledge/Skills

Not Applicable.

Personal Attributes

Not Applicable.

