

POSITION DESCRIPTION

1. Manager - Tender Management

Corporate Unit: Corporate **Location:** Gurgaon **Reporting to:** Senior Manager, Sales Planning
Staff Responsibility: 3 Direct Reports

2. General Description

This position is responsible for consolidation and submission of bids & solutions which includes operational handling and management of RFQ's/RFP's and RFI's.

3. Specific Accountabilities

- Respond to invitations, preparation and submission of expression of interest.
- Tender evaluation and analysis of bid specifications on standardized checklists, preparing and distributing an executive summary.
- Developing a project plan and time schedule for the development and production of the bid.
- Coordinating the structure, content, production and presentation of bids.
- Identifying Unique Selling Points to be incorporated into the tender presentation.
- Securing resource commitment from Schenker branch offices.
- Liaison with stakeholders on input to tenders.
- Client and tender project research through colleagues and external sources.
- Maintaining contact with the client organization and obtaining clarifications.
- Ensuring that quality review procedures are applied.
- Maintaining bid records in Tender Dashboard & Internal Software's.
- Document management and version control.
- Continuous RFI content update in coordination with the Manager.
- Achieving KPIs as agreed with Management.
- Other administrative support as required from time to time.

4. Skills Required

- Air & Ocean Freight Experience in Operations / Pricing.
- MS-Excel (pivot tables, database functions, calculation of financials, charts)
- MS Power-Point (formatting, working with embedded maps), advanced search within MS Windows environment and across different type of documents
- Aptitude for numbers, ability to classify, categorize and good creative ability
- Ability to multi task and work with deadlines

5. Experience and Qualifications

- Education in Forwarding/ Economics. Preferable Masters in Business Administration
- Freight forwarding & project management know how with minimum 4 years industry experience.
- Practical familiarity with logistics and SCM is a plus.

6. Contacts for Queries / Applications

Please email your resume at hr.india@dbschenker.com