

JOB DESCRIPTION BIDDING SPECIALIST

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In this document, the masculine gender is used throughout as representative of both genders, without any intent to discriminate for the sole purpose of making the text easier to read.



ABOUT OUR CLIENT

Our client, a large Canadian distributor of electrical equipment and industrial supplies, is currently looking for a Bidding Specialist located in the Greater Toronto Area.



SUMMARY DESCRIPTION

Reporting to the Business Centre Manager, the Bidding Specialist provides pricing and/or technical information as it relates to electrical project tenders. This person should be skilled at achieving acceptable margins during the Project with change orders and through negotiating with our Key suppliers. Pro-active expediting and strong on-going quest of latest developments in products as well as features and benefits are critical skills.



ROLE AND RESPONSIBILITIES

- Prepare and submit customer quotations/proposals (Quantity, product, price, and delivery/lead times) to secure sales and provide customer service;
- Identify potential projects for bid and compiles list of material requirements (e.g., supplies, lighting, switchgear, and other distribution apparatus);
- Read and interpret specifications and blueprints;
- Communicate with suppliers and customers to discuss material specifications, clarify and confirm bill of materials, negotiate pricing and identify alternatives for special or custom orders. Interact with consultants representing customers to obtain approvals for bidding;
- Provide material (switchgear/apparatus, and lighting) take-offs for preparing customer quotations;
- Coordinate receipt of all required information for the preparation of final quotation submittal;
- Communicate with Account Reps/Executives and Inside Sales Reps to ensure quotes and resulting orders are complete;
- Prepare purchase orders and/or job folders for project sales order management;
- Communicate with customers to verify and provide information on project status and/or changes.

PROFESSIONAL QUALIFICATIONS

- Minimum three (3) to five (5) years of industry experience preferable, or a combination of relevant professional training and experience;
- Ability to interpret Single Line Diagrams
- Good English communication skills written and spoken
- Good knowledge of MS Office (Word, Excel, Outlook).

PERSONAL SKILLS

- Demonstrated people skills;
- Excellent communication and organizational skills;
- Product knowledge;
- Must be customer service driven.

EDUCATION

- Minimum Grade 12 education.



INFORMATION

Should you require any further information, please contact us:

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