

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-548-2022
Company Name	Petroleum Operations Company DMCC (POC)
Industry	Oil and Gas
Vacancy	Proposal Engineer
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Mechanical or Electrical Engineering
Degree	Bachelor's degree
Years of Experience	0-2 years
Location	Downtown Beirut, Lebanon
Remuneration & Benefits	TBA
Currency (LBP, Dollar, Lollar)	TBA
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Review and interpretation of tender requirements</li> <li>• Working on RFQs, soliciting offers from suppliers</li> <li>• Initiating new contacts with the suppliers</li> <li>• Review and interpretation of technical and commercial offers</li> <li>• Coordinate with suppliers in the process of preparing technical and commercial offers for the tenders</li> <li>• Review and interpretation of company documents</li> <li>• Coordinate with the management and the support team in the Head office</li> <li>• Prepare complete bid package including technical and engineering documents, commercial and company documents according to Standard Bidding Documents</li> <li>• Working on pre and post bid clarifications</li> <li>• Prepare daily reports for newly announced tenders and enquiries</li> <li>• Daily update of reports concerning job statuses</li> <li>• Working on end of month reporting</li> <li>• Daily update of the database related to the tenders</li> </ul>

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### Qualifications

- Attending internal and external meetings with principals
- Attending trainings to develop knowledge, techniques, and skills
- Female candidates only
- Computer skills (mainly MS Office)
- Interpersonal skills & communication skills both written and verbal
- Attentive to details
- Strong proof reading and analytical skills
- Demonstrates understanding of quality and accuracy technical documentation and drawings
- Good self-learning skill of new products and new applications
- Proven ability to multi-task and efficiently respond to changing priorities with extremely tight deadlines
- Able to work to tight timescales particularly when developing proposals
- Well organized