

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-664-2022
Company Name	Expertise Recruitment
Industry	Recruitment Agency
Vacancy	Bid Manager
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Bachelor's degree in architecture or engineering preferred, relevant advanced degree or post graduate degree is an advantage.
Degree	
Years of Experience	8 to 10 years
Location	Beirut
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Job Description</p> <ul style="list-style-type: none"> • Reviews EOIs and RFPs from clients and provides summary of project brief, scope of services and submission requirements. • Prepares and/or issues RFP tender queries to clients. • Coordinates with clients regarding RFP tender queries. • Prepares, issues and/or reviews bid and tender proposals submissions. • Prepares RFP project brief and scope of services for subconsultants/ specialists. • Issues RFPs to subconsultants/ specialists. • Provides advice and guidance on RFPs' scope of services and requirements for subconsultants/ specialists. • Coordinates with and provides response to subconsultants'/

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specialists' queries during bidding and tender process.

- Forwards client contracts (provided in RFPs) to the Commercial Director and/or Contracts Administrator for review and comments.
- Forwards project brief, scope of services and program (provided in RFPs) to the Project Director and Executive Director – Architecture for their review and comments.
- Prepares cost analysis and summary of subconsultants'/ specialists' proposals.
- Coordinates with, Managing Director and/or the BD & Operation Director to discuss and finalize fee proposals.
- Prepares, issues and/or reviews response to clients' post tender clarifications and submissions.
- Prepares and/or issues project handovers to project management team, design team and contracts team, upon receipt of notice of project contract award from the Managing Director or the BD & Operation Director.
- Assists and/or facilitates in the selection and negotiation process of subconsultants/ specialists during project execution design stages.
- Assists and/or facilitates in issuing of notifications of awards (via email) to selected subconsultants/ specialists during project execution design stages.
- Other duties and tasks may be required, assigned and/or instructed by the Bid Director.

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Requirements

- Bachelor's degree in architecture or engineering preferred, relevant advanced degree or post graduate degree is an advantage.
- 12+ years of relevant Bid Management experience in the architecture, engineering or construction industry.
- 2+ years of relevant significant experience in design consultancy tender and bidding process is an advantage.
- Good leadership, interpersonal, organizational and management skills.
- Good working knowledge and understanding of consultancy tender and bidding process.
- Good and effective communication (written and verbal) skills in English.
- Proficiency in other languages (Arabic, French, etc.) is an advantage.
- Proficient basic computer and software (MS Office – Word, Excel, Outlook, PowerPoint) skills.
- Proficiency in project management software (MS Project, Primavera) is an advantage.
- Working knowledge of design, drafting and BIM (Building Information Modelling) software (AutoCAD, Revit, Sketchup) is an advantage.