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Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.



Job Title Senior Tender Lead

Location	Aberdeen, Liverpool or Den Helder (Hybrid)
Contract	Full-time, permanent
Core Purpose	<ul style="list-style-type: none">• Responsible for assisting the Head of Tendering in managing daily activities and the workload of an assigned group of team members.• Support the preparation and submission of completed bids to existing or prospective clients, ensuring all submissions are delivered on time and within budget.• Oversee and adhere to the full tender lifecycle, ensuring that all client requirements and questions are fully addressed and aligned with tender specifications.• Responsible for running assigned opportunities from receipt through to contract award or loss, ensuring consistent communication, documentation, and process compliance throughout.• Mentor and guide tender team members to ensure high-quality submissions, giving the organisation the best possible chance of success in securing new work.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Coordinate the daily activities and workload of the tender team, assigning opportunities and supporting members in prioritising tasks to meet deadlines in conjunction with the Head of Tendering.• Provide leadership to the tender team and act as the main point of contact in the absence of the Head of Tendering, assisting with preparation for meetings and providing feedback with regards to performance appraisals.• Supports the bid/no-bid qualification process in conjunction with the Head of Tendering, ensuring a timely and structured approach with active input from all relevant internal and external stakeholders.• Oversee tender clarifications, updates, and amendments; evaluate their impact on bids and communicate implications clearly to the Head of Tendering.• Prepare and critically review commercial proposals, ensuring the technical solution is covered and all cost elements, terms, and conditions are complete, accurate, and aligned with company standards.• Monitor and control risk throughout the tender process, maintaining up-to-date, precise records within the CRM system.• Manage assigned opportunities from receipt through to contract award or loss, including follow-up on submitted bid documentation, and ensure a proper handover to the relevant execution or operational teams, in accordance with the tendering and contracting procedure.• Participate in any commercial initiatives and identify any areas for continuous improvement.

	<ul style="list-style-type: none"> • Ensure full compliance with SCC (VCA), ISO standards, and company policies and procedures to uphold quality and safety standards. • Prepare dashboards, overviews and reports as and when required for the Head of Tendering. • Represent the company during clarification rounds, client feedback meetings, and post-bid debrief sessions, fostering strong client relationships. • Respond promptly to client queries and provide necessary information to support the successful closure of bids. • Drive continuous improvements in bid strategy, team efficiency, and client satisfaction by implementing best practices and capturing lessons learned for future tenders.
QHSE Responsibilities	<p>To have a general understanding of the areas of our QHSE Management System and OEG's QHSE aims and objectives that are relevant to the role.</p> <p>Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.</p> <p>Promoting:</p> <ul style="list-style-type: none"> • a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance. • environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution. • a quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.
Skills and Experience:	<ul style="list-style-type: none"> • At least 3-5 years of relevant working experience in a similar position or as a senior tendering level. • Strong commercial or financial experience. • Ability to manage multiple and fast track prioritise. • Experience in the Offshore Energy industry, preferably in the marine contacting industry. • Experience in Microsoft Office packages and CRM interfaces. • Excellent command of the English language, spoken and written. • Good knowledge of compliance with industry standards and relevant legislation. • Strong planning and organising skills. • Ability to apply expertise and technology. • Able to deliver results and meet customer expectations. • Experience in presenting and communication information. • Entrepreneurial and commercial thinking.
Qualifications:	<ul style="list-style-type: none"> • Higher technical degree in Technical Sciences and/or Commercial/Business Administration.



Why should you work with us?

At OEG, we place a high priority on the well-being and success of our employees. That's why we provide comprehensive benefits packages, which include competitive salaries and health insurance coverage. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

Join a successful growing worldwide business.

This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

How to apply

To apply for this open vacancy, please submit your application via [LinkedIn](#).
