

Energy without limits .



Join a successful growing  
worldwide business.

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 Bid Administrator

Location	Hunmanby/Hybrid/Remote
Contract	Full time, permanent
Responsible to	Business Development & Commercial Director
Core Purpose	<p>OEG's Business Development &amp; Commercial Department (Topside Services) requires competent, driven individuals to join the team in support of the company's continued global expansion.</p> <p>The department has responsibility for delivering against the company's sales strategy, under the instruction of the Business Development &amp; Commercial Director.</p> <p>As a member of this team, you will operate as a commercial resource, providing services directly in support of B2B commercial communications, proposals, and negotiations.</p>
Key responsibilities and accountabilities:	<ul style="list-style-type: none"><li>• Manage, monitor, &amp; update client and industry registration / qualification portals, as well as internal bid tracker databases.</li><li>• Provide Document Control and general administrative support for the business development department.</li><li>• Input to internal digital CRM system(s)</li><li>• Develop and write content to standardise and optimise tender content.</li><li>• Coordinate internal bid processes inc.:<ul style="list-style-type: none"><li>○ Monitor &amp; update internal bid trackers.</li><li>○ Receive, store &amp; log bids as per OEG procedures.</li><li>○ Review bid opportunities in full, identifying any deliverables and coordinating the completion of these accordingly.</li><li>○ Organise, host, and record internal bid meetings.</li><li>○ Work with internal departments and supply chain to obtain bid content/commercial proposals, providing quality assurance and quality control to received documentation.</li><li>○ Prepare, collate and format bid documentation.</li><li>○ Author documents that are checked by the Account Managers and approved by the Business Development &amp; Commercial Director.</li><li>○ Price proposals utilising approved Cost Models and including contacting third party suppliers and/or vessel brokers to ensure the most commercially competitive proposal is achieved.</li><li>○ Facilitate, host / attend external tender meetings, where necessary.</li><li>○ Liaise with Business Development Management for bid approval.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ Action bid submissions.</li> <li>○ Produce and log bid cost sheets.</li> <li>○ Track and report bid status.</li> <li>○ Request and log bid feedback from clients following award decisions.</li> <li>○ Manage internal project handovers for awarded contracts.</li> <li>● Attend internal Business Development meetings, taking an active role in reporting bid related information to the Business Development &amp; Commercial department.</li> </ul>
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"> <li>● a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance.</li> <li>● environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution.</li> <li>● 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.</li> </ul>
Skills and Experience:	<ul style="list-style-type: none"> <li>● Demonstrably strong computer literacy skills.</li> <li>● Demonstrably strong English language skills.</li> <li>● Demonstrably strong basic Mathematics.</li> <li>● Good planner with the ability to prioritise workload and assess own performance.</li> <li>● Proactive, positive, and self-driven.</li> <li>● Able to think clearly and analytically.</li> <li>● Excellent interpersonal and communication skills.</li> <li>● Results-orientated with a keen eye for detail.</li> <li>● Clear focus on customer satisfaction.</li> <li>● Work well under pressure, meeting clear deadlines.</li> <li>● Demonstrable Bid Administration / Writing experience.</li> <li>● Previous exposure to B2B contracts.</li> <li>● Offshore / onshore energy sector.</li> <li>● Microsoft Project.</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>● Degree or equivalent qualification.</li> </ul>



## 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](#).