



Tender Officer (fulltime)

Location: Serooskerke (Walcheren)

March 2023

Job Description

Are you passionate about tendering and enjoy working on complex worldwide projects in the Oil & Gas industry? Do you love to work in a dedicated and dynamic team striving for the best results? Then you might be the Tender Officer we are looking for and we encourage you to apply for this job.

In this position you are required to analyze and coordinate the administrative, technical and commercial aspects of the tendering and contract process. You are required to actively oversee the execution of all tendering activities, track their status and execution and ensure documents are submitted on time.

You are structured, have a self-starting mentality able to collaborate with a varied team of experts and evaluate the input of other departments.

Your role as Tender Officer further exists of:

- Supporting the headquarters and other offices about quality control;
- Supervises the tenders process from the Request for Proposal (RFP), Invitation to Tender (ITT) pre-qualification stage through to the final bid submission;
- Collates and ensures proper documentation within the tendering and contract process;
- Manage record keeping for all tender-related correspondence and documentation;
- Ensures key internal stakeholders are timely engaged to be able to deliver the required information to complete the bid;
- Collaboration with key internal stakeholders to ensure that the deadline for tender submission is adhered to;
- Communicates tender/contract related information to all stakeholders;
- Performs other relate duties as required.

Job Requirements

- Related degree (not required if you have sufficient experience in a comparable position).
- Good communication skills in English (oral and written).
- Minimum 2 years' experience in the maritime/offshore industry.

What can we offer you?

OOS International offers a high level international work environment with exciting challenges for students, young professionals and experienced people passionate about the offshore oil and gas and renewable energy industry. Working for OOS International means being part of a dedicated team where every member strives for the best team results.



Interested?

If this job appeals to you, please send your application to hr@oosinternational.com. For additional information please call +31 118 726200 and ask for the HR department.

Contact OOS International

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