



PROPOSALS ENGINEER

JOB & PERSON SPECIFICATION

JANUARY 2019

Position Description

Position Title	Proposals Engineer
Reports To	Product & Marketing Manager
Incumbent	
Date Reviewed	23/ 6 / 2017
Reviewed By	Product & Marketing Manager
Approved By	

Purpose

The primary objective of the role is provision of technical, cost estimating and documentation support during the product and services sales process from inquiry to order.

The incumbent shall perform duties in a manner such that the business values '*Quality, integrity, reliability, accountability*' are fostered and clearly demonstrated to all internal and external stakeholders.

Major Responsibilities / Duties

Prepare and provide responses to proposals (RFQ's, EOI's, RFT's etc) and bid submissions in conjunction with the Product & Marketing Manager bringing in innovation and creativity with the balance of commercial reality.

Conduct market/competitor research as required.

Provide support to the Regional Sales Manager(s) and Product Manager(s) in final contract negotiations, contracts development, due diligence and other business development or alliance development plans.

Analyse drawings and documentation to prepare time, cost, materials, and labour estimates.

Assess cost effectiveness of equipment, projects or services.

Consult with vendors, personnel in other departments or construction supervisors to discuss and formulate estimates.

Visit sites and record information about access, topography, HV & LV interfaces, etc and availability of services such as water, gas and electricity.

Confer with engineers, contractors and subcontractors on changes and adjustments to cost estimates.

Prepare estimates to be used by management for purposes such as planning, organizing, and scheduling work.

Prepare and maintain a directory of suppliers, contractors and subcontractors.

Engage with supplier stakeholders to acquire technical information as required.

Ensure CEA safety objective of "zero harm and no lost time injuries" is maintained.

To execute responsibilities in a safe and non-discriminatory manner as defined in the CEA QUENSH system, consistent with the Duty of Care under the relevant legislation, whilst promoting and adhering to CEA's Quality Policy Statement and Quality Assurance programme.

Understand and continually demonstrate compliance with Clarke Energy compliance rules and policies as determined from time to time.

As an employee, be aware the company strives to meet company standards in quality, work health and safety and environment and that where possible meet those required standards in their immediate work area.

Key stakeholder/interfaces

GE Jenbacher, Kohler SDMO

General Manager – Products

Product & Marketing Manager

Regional Sales Managers

Required Qualifications / Experience / Skills

Marketing and communication skills gained through work experience in similar environments, ie with product technology.

Understanding of electrical and mechanical concepts related to power generation with qualifications in technical disciplines and/or extensive industry / segment experience.

Proven track record in practical, hands on contract / commercial management of proposals.

Display initiative, confidence and willingness to understand calculated risk to achieve success.

Effective evaluation, analytical and communication skills

Demonstrated enthusiasm and drive

Computer literate, experience and capabilities to use windows based:- Word (essential), Excel (essential), Power Point (essential).

Driver's license



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed. Please click the Apply Today button to submit your application.

For a confidential discussion, please call Christian Gaszner on (08) 8100 8830

Please Note

Your application will be automatically acknowledged by a return email.
