



**OPEN TO INTERNAL AND EXTERNAL APPLICANTS
V A C A N C Y**

LOCATION

WELLMAN BOOTH DIVISION, LEEDS

JOB TITLE

PROPOSALS MANAGER

The main duties of the Proposals Manager will include but will not be limited to the following:

- Responding to customer enquiries for the provision of the Company's products, including design consultancy and technical services by researching and preparing quotations for issue to the customer.
- Responding to customer purchase orders for the supply of the above-mentioned products and services.
- Maintaining the enquiry and contract database.
- Maintaining good communications and relationships with customers, sub-contractors and suppliers.
- Progressing enquiries in a timely manner in accordance with agreed timescales.
- Processing enquiries and contracts in order to achieve the best performance outcome in line with turnover and profit budgets.
- Ensuring all quotations are issued with appropriate commercial Terms & Conditions in line with company policy and that all subsequent contracts are executed accordingly.
- Undertaking bid/no bid reviews with senior management.
- Promote the sales of company products and services.
- Any other duties within the post-holder's capabilities as directed by line management.

KEY ACCOUNTABILITIES

- Processing enquiries on time to meet customer requirements.
- Processing orders on time to meet customer requirements.
- Pricing quotations in line with the company policy.
- Maintaining the enquiry and contract database.
- Ensuring appropriate commercial Ts & Cs are applied.

EXPERIENCE AND KEY COMPETENCIES

Ideally to have:

- Relevant experience in a similar role and environment.
- Good IT Skills (Microsoft word, excel and outlook).
- Good communication skills.
- Excellent attention to detail.
- Good organisational and time management skills.
- Relevant product knowledge (cranes and/or material handling equipment).
- Ability to read technical drawings and specifications.
- Knowledge of relevant technical and quality standards.

QUALIFICATIONS

- GCSE English, Mathematics & Science grade C or above.
- A recognized technical qualification would be an advantage.

TO REQUEST AN APPLICATION PACK:

**please ring 0191 4772271 or email recruitment@clarkechapman.co.uk
If, by reason of a disability, you may have problems completing an application form,
please advise when you request an application pack**

CLOSING DATE

**Completed application forms to be returned by
9.00am FRIDAY 14TH MAY 2021**