

**THE C LARKE CHAPMAN GROUP LIMITED  
WELLMAN BOOTH DIVISION  
JOB DESCRIPTION**

Job Title:	PROPOSALS MANAGER		Level:	Reference: CCG.JD 2021/05 issue 1 June 2021
Report to:	Line Management:	Director / Business Manager	Functional Management:	Director / Business Manager
<b>Job Description</b>				
Main duties will include but will not be limited to the following:				
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Responding to customer purchase orders for the supply of the above mentioned products and services.</li> <li>• Maintaining the enquiry and contract database.</li> <li>• Maintaining good communications and relationships with customers, subcontractors and suppliers.</li> <li>• Progressing enquiries in a timely manner in accordance with agreed timescales.</li> <li>• Processing enquiries and contracts in order to achieve the best performance outcome in line with turnover and profit budgets.</li> <li>• Ensuring all quotations are issued with appropriate commercial Terms &amp; Conditions in line with company policy and that all subsequent contracts are executed accordingly.</li> <li>• Undertaking bid/no bid reviews with senior management.</li> <li>• Promote the sales of company products and services.</li> <li>• Any other duties within your capabilities as directed by line management.</li> </ul>				
<b>Key Accountabilities</b>				
<ul style="list-style-type: none"> <li>• Processing enquiries on time to meet customer requirements.</li> <li>• Processing orders on time to meet customer requirements.</li> <li>• Pricing quotations in line with the company policy.</li> <li>• Maintaining the enquiry and contract database.</li> <li>• Ensuring appropriate commercial Ts &amp; Cs are applied.</li> </ul>				
<b>Education &amp; Qualifications:</b>				
<ul style="list-style-type: none"> <li>• GCSE English, Mathematics &amp; Science grade C or above</li> <li>• Recognised technical qualification would be an advantage.</li> </ul>				
<b>Experience &amp; Key competencies:</b>				
Ideally to have:				
<ul style="list-style-type: none"> <li>• Relevant experience in a similar role and environment</li> <li>• Good IT Skills (Microsoft word, excel and outlook)</li> <li>• Good communication skills</li> <li>• Excellent attention to detail.</li> <li>• Good organisational and time management skills.</li> <li>• Relevant product knowledge (cranes and/or material handling equipment).</li> <li>• Ability to read technical drawings and specifications.</li> <li>• Knowledge of relevant technical and quality standards.</li> </ul>				
Interfaces:	Internal:	Engineering, QHSE, all inter-companies, Finance, Commercial, HR		
	External:	Customers, Suppliers, Subcontractors		