

Executive - Tender Management (Fresh graduates are welcomed!)

To provide quality & efficient tender management service and maximize nomination of tender customers, our Tender Management Team supports the sales team to prepare and submit tender documents that includes quotation of pricing & service details and contract terms & conditions. After the tender is concluded, the team is also responsible to share the details with internal stakeholders to ensure the agreement/contracts are implemented and executed. The team also provides value-add to evaluate the results and reason of win/loss to improve future tender.

Responsibilities:

- Participate in the complete tender process, including but not limited to pre-tender preparation and handling, post-tender analysis, contract filing and implementation;
- Facilitate the bid process with all stakeholders required to retain existing and win new businesses;
- Analyze customers bid requirements and prepare all the necessary information to support sales to negotiate with customers;
- Collaborate with sales, pricing and tender support teams to achieve the target tender results;
- Monitor the performance of tender support team and drive for quality enhancement through tender quality control measures;
- Involve in post-bid process to review nomination result and identify reason of win/loss and define actions;
- Facilitate contract onboarding to ensure all internal stakeholders can deliver services as agreed in contract;
- Perform ad hoc duties as assigned.

Requirements:

- Bachelor Degree in Business Administration, Shipping / Logistics Management, Marketing or equivalent disciplines is highly preferred;
- 3 years relevant working experience in shipping industry and exposure to tender handling or sales related functions is preferable;
- Fresh graduates are also welcomed;
- Good analytical, communication and coordination skills;
- Good business acumen and a self-motivated team player;
- Good IT knowledge with excellent command of software applications, especially Excel & PowerPoint;
- Willing to work overtime to meet tight deadline;
- Good command of spoken and written English. Proficiency in Putonghua is an advantage;
- Candidates with more experience will be considered as Senior Executive.

When working with us you can expect:

- Stable employment in a dynamic, international organisation that is one of the leaders in the market.



- Wide benefit package including medical insurance for you and your family members, life insurance, annual leave, paid sick leave and others.
- Great work atmosphere, interactive, encouraging, friendly and supportive team and culture, and have chance to join Corporate Social Responsibility activities.
- Spacious, relaxing and comfortable office in Two Harbour Square, Kwun Tong with fantastic sea view.

If you believe your skills and competencies could be of an advantage for Ocean Network Express, please send your application letter with detailed resume and expected salary to eas.rhq.hr.job@one-line.com.