



French Speaking Tenders Project Coordinator- Epping (Cape Town)

Job Description:

We are looking for a qualified individual with at least 2 years of professional experience in a marketing environment or procurement department, and a degree in marketing or copywriting and editing.

The candidate will work on tenders, presentations, and other marketing and communication materials as part of our sales support deliverables.

Main missions in the role:

- Receive, issue and log all incoming tenders
- Coordinate with relevant personnel to ensure all information is received in a timely manner and collate information from various sources
- Produce tender documentation for submission within specified time scales
- Action and liaise with customers regarding any post-tender queries
- Maintain and update bid library with data for tender submissions and tender results.
- Data entry for reports
- Writing, producing and reviewing complete tender responses
- Bid & Proposal standardization & Competence development
- Analyze feedback and lessons learnt to promote continuous improvement
- Collaborate with Sales team in offering solutions to country / region specific customers
- Ensure all proposals follow relevant Group standard procedures and guidelines
- Work closely with stakeholders to understand and implement winning tender response strategy
- Implement Best Practice principles and process for response management

Skills & Competencies

- French mother tongue, with excellent writing skills
- Minimum 3-year degree in communication and marketing
- Marketing and customer oriented
- Creative and innovative
- A knack for editing and proof reading
- Excellent research skills
- Proficient in the use of Microsoft Office (Word, Excel and PowerPoint)
- Ability to work independently and/or collectively
- Multi culture experienced. He/she should be a team oriented person
- Good communication skills and ability to explain topics clearly
- Self-motivated, with the initiative to learn and drive own development