



Tender & Sales Operations Coordinator

Company: Arkil Ltd and Arkil (Fantane) Ltd

Overview

The Tender & Sales Operations Coordinator is responsible for identifying tender and business opportunities and coordinating with Contracts Managers and Sales Teams to pursue suitable opportunities. This role plays a key part in maintaining a comprehensive database of all identified, tendered, quoted, and won/lost opportunities. The Coordinator will also assist Contracts Managers in Kildare, Cork, and Fantane, and Sales Teams in Kildare, Cork, Fantane, and Kerry in compiling tenders and framework submissions.

Key Responsibilities

- Identify and monitor tender and business opportunities relevant to Arkil Ltd and Arkil (Fantane) Ltd.
- Coordinate with Contracts Managers and Sales Teams to evaluate and pursue suitable opportunities.
- Maintain a complete and up-to-date database of all identified, tendered, quoted, and won/lost opportunities.
- Assist Contracts Managers in Kildare, Cork, and Fantane with the preparation and submission of tenders and framework submissions.
- Support Sales Teams in Kildare, Cork, Fantane, and Kerry in compiling sales proposals and documentation.
- Ensure timely and accurate submission of all tender and framework documents.
- Liaise with internal stakeholders to gather necessary information and documentation for submissions.
- Track and report on tender outcomes and provide insights for continuous improvement.

Qualifications & Skills

- Experience in tender coordination, sales administration, or a similar role.
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office and document management systems.
- Attention to detail and ability to manage multiple deadlines.
- Familiarity with public and private sector tendering processes is an advantage.