



Renewables

The fresh
alternative in
global offshore
energy services.



**Finding, connecting,
building success.**

Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.

Job Title **Tender Manager**

Location	Liverpool/Hybrid
Responsible to	Group Commercial Lead – OEG Renewables
Core Purpose	To assist the OEG Renewables central team in the completion of tendering functions
Key responsibilities and accountabilities:	<ul style="list-style-type: none"> • Production of high-quality tender / PQQ submissions, ensuring all processes are adhered to • Liaising with technical teams to ensure the correct technical approach is advised and offered to the client • Liaising / Negotiating with third party suppliers and vessel brokers to ensure the most commercially competitive quotation is received • Writing the proposal documentation, collating and review of information from relevant departments • Pricing the tender utilising approved Cost Models including contacting third party suppliers and/or vessel brokers to ensure the most commercially competitive proposal is achieved • Collating the tender in full, identifying any deliverables required and coordinating the production of these accordingly. • Hosting / Attending Internal and External tender meetings where necessary • Addressing tender clarifications and liaising with the team to ensure all the questions can be addressed. • Efficient and effective handover from tendering to operations, ensuring all departmental requirements are captured • Generation of appropriate Qualifications to tender including, Technical, Commercial and Contractual. • Liaise with Head of Legal for effective review of Contract • Ensure internal documentation is provided to SLT for review and approval prior to Tender Submission and Contract Commitment. • Liaising with Group Commercial lead to ensure all risks are captured and mitigated • Assist Group Commercial Lead with process development when required
Health and Safety Responsibilities	Health and safety of all staff under direct control or supervision. Ensure all activities are carried out in a safe manner in line with current risk assessments and good working practices. Ensure accident/incidents are reported in a timely manner. Comply with OEG Group Health and Safety Policy.
Quality Responsibilities	To have a general understanding of the areas of our ISO 9001 management system that are relevant to the role, comply with our OEG Group Quality Policy and have an understanding of OEG’s targets and objectives.

<p>Environmental Responsibilities</p>	<ul style="list-style-type: none"> • Comply with our recycling standards using the correct disposal of items as per signs and bins provided. • Reduce energy consumption by turning electrical equipment off when not in use. • Report any spills immediately to the Group QHSE Team/Line Manager to allow spill team to clean up using correct items. • Comply with COSHH assessments in place, if applicable, and use correct PPE as contained therein.
<p>Skills and Experience:</p>	<ul style="list-style-type: none"> • Strong communications skills. • Problem solving skills. • Work well under pressure and meet deadlines. • Proactive, Self-driven and Assertive. • Substantial experience using MS Office including Word, Excel and PowerPoint. • Proactive in prioritising own workload and assigned areas of responsibility to others • Experience of working within Renewable Energy Industry preferred
<p>Qualifications:</p>	<ul style="list-style-type: none"> • Degree qualified or equivalent experience



Why should you work with us?

At OEG Renewables, we place a high priority on the well-being and success of our employees. That's why we provide comprehensive benefits packages, which include competitive salaries and private medical cover. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

Join a successful growing worldwide business

This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the renewable energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

How to apply

To apply for this open vacancy, please email your cover letter and c.v. to kim.blackham@oegrenewables.com

To view more of our vacancies, please visit our website: oegrenewables.com/careers