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# Example of Proposals Manager Job Description

Our innovative and growing company is looking to fill the role of proposals manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for proposals manager

* Assess risks in accordance with business policy, risk tools and compliance requirements
* Ensure both regional and functional teams are engaged during bid activity and are active participants in the ITO process
* Prepare cost models to cover all elements of service proposals including field service, rental, spares, storage & maintenance and Services COE solutions such as Brownfield product sales and upgrades
* Assist with pricing strategy working with Pricing Leader and Sales
* Ensure equipment delivery schedule is approved by engineering, project management, manufacturing and sourcing
* Provide accurate and timely reporting as required by customer and commercial team
* Perform other duties as required to support Services commercial & operations teams
* Managing a clear and effective handover process from ITO to OTR
* Responsible for managing the tendering activities on assigned domestic and international bids related to preparation and submittal of boiler and auxiliary equipment proposals and cost estimates for customers
* Evaluate commercial implications and risk to determine optimal commercial decisions on assigned bids

## Qualifications for proposals manager

* Proven career with proven years’ experience in a project or tender managing role within a similar commercial environment preferably from the upstream services segment of the Oil & Gas Industry
* Bid to win mind-set and strong say/do ratio
* Clear competency with commercial models, including excel and database driven cost models and pricing strategies
* Confident and competent presenter at all levels
* Ability to integrate with personnel at all levels within a truly global business environment
* Basic understanding of manufacturing systems and processes, active site operations and Services organisations