



Example of Offer Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of offer manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for offer manager

- Coordination with customers/consultants to successfully complete the projects on time and at defined quality
- Evaluation and management of the risks and opportunities of the projects
- Preparation of regular project reporting
- Participation in project status and milestone review meetings
- Contract, change and claim management of the projects
- Participation in processes that sustain and improve customer relationship and satisfaction
- Supervision and coordination of site preparation, installation, start-up and application training processes on the field
- Follow up necessary and up-to-date Health and Safety requirements to be fulfilled at on-site level
- Drive a strong understanding of the competitive environment to effectively position HP service offers vs
- Be the true owner of the catalogue – phase in & outs

Qualifications for offer manager

- Limited domestic and international travel may be required
- 4-year degree in one of the technical disciplines
- Proven track record of using continuous improvement tools, such as Six Sigma
- Use of data analysis tools such as Minitab and Tableau

- Strong preference for an MBA