



Example of Proposal Engineer Job Description

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Our innovative and growing company is looking for a proposal engineer. 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 proposal engineer

- Generates Transaction Records (CRM Logging, SSRS Reports, EODN)
- Monitors Mailbox, Creates and Assigns CRM Tasks
- Site visit for the retrofit jobs for the project feasibility study, if required
- Prepare the Cost Estimates using the relevant tools as laid out in the Standard Operating Procedures
- Estimate the optimize the Man-hours required for the Engineering, Project Management , Sourcing with discussions and agreement with the respective function leaders to meet the target price
- Work with Procurement, Evaluate and negotiate the Technical and Commercial Offers received from Third Party Vendors
- Work with the Technical, Legal, Procurement, and the Technical Writers to ensure all proposal related information is incorporated into the proposal submission documentation
- Ensure the implementation of best practices and processes in proposal efforts
- Provide proposal, negotiation, commercial assistance, and follow-up support to the aftermarket sales force for SureService renewals, Evergreen, I/O Migration, and Spare Parts offers
- Interact with the aftermarket services sales personnel to determine accuracy of existing installed base data

Qualifications for proposal engineer

- Fluent in English with a second European language at advanced level (written and spoken)
- University degree in an Engineering discipline (Automation, Electrical, Telecomms)
- 2+ years' experience in the automation industry with good technical knowledge of different industry segments (Oil & Gas, Chemicals, Refining and Pharma)
- Business Communication
- Familiarity with control systems
- Must have familiarity and experience with MV electrical distribution and control equipment