

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD176
	ACTIVITY PROFILE: Tendering Coordinator	REVISION No. 0
		WRITTEN BY CZ
		APPROVED AND DATED 07/09/2026

11.0 SCOPE

All functions, duties and responsibilities of the **Tendering Coordinator**.

2.0 PURPOSE

All functions, duties and responsibilities of the Tendering Coordinator.

3.0 POSITION

Tendering Coordinator

4.0 DEPARTMENT

Sales and Marketing Department

5.0 RESPONSIBLE TO

Proposals Manager.

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS

- Grade 12 and Office/Business Administration Qualifications or equivalent
- Technical Qualifications will be advantageous
- 2-3 years job related experience in Tender Coordination and office administration.

8.0 BEHAVIOURAL ATTRIBUTES AND EXPERIENCE/COMPETENCIES

- Strong time management / prioritisation skills and ability to work under pressure and meet challenging deadlines.
- Must be computer literate in MS Office
- Strong written & oral English language skill.
- Excellent attention to detail and strong organisation skills.
- Strong interpersonal skills and self-management skills with the ability to excel both independently and collaborative team settings
- CRM knowledge would be advantageous

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9.0 KEY PERFORMANCE INDICATORS

- **Tender and Vendor Management:** Proposals registrations & capturing on Syspro. Support the proposals team with tender preparations, files and submission documents and returnable documents updates (reference list, CV's). Complete Vendor application forms and onboard new customers.
- **CRM:** manage department database (tenders received, submitted, lost, won etc).
- **Report Management:** Weekly & Monthly reports compilation i.e. order intake, lost sales (data to be provided by the proposals & business development team). Submit Monthly report for Department expenditure.
- **Portal Monitoring:** check daily platforms like National Treasury eTender, CSD portal, customers websites or municipal systems for new bids.
- **Compliance Control:** Update company registration & compliance documents i.e. CSD, COIDA, CIDB, B-BBEE and verify that documents meet the legal and regulatory standards.
- **Cross-Functional Coordination:** Collect input from technical, SHERQ, Procurement, legal and Sales and Marketing departments. Develop and maintain accurate filing systems on all platforms.
- All Ad-hoc departmental administration.

10.0 AUTHORITY

- None

11.0 SHERQ MANAGEMENT (ISO9001, ISO14001, ISO45001)

- Responsible for adhering to the requirements of abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is conformed to in every aspect, especially in the area of documentation control.
- Ensures compliance with all standards for Safety, Environmental, Work Procedures and Quality
- Assurance and Quality Control systems as adopted by the High Voltage Division.

Accepted by:

Approved by:

Authorised by:

Employee

Line Manager

Divisional CEO