Business Unit Electrical Equipment	SUBJECT	DOCUMENT No. 1
	ACTIVITY PROFILE: **Tender Administrator**	REVISION No. 00
		WRITTEN BY: DL
		APPROVED AND DATED: 2026/03/16

1.0 SCOPE

Successful candidate will be responsible for identifying tender and RFQ opportunities, compiling and submitting compliant bid documentation, obtaining supplier and subcontractor quotations, maintaining company compliance documentation, and assisting with the general day-to-day administration of the office.

2.0 PURPOSE

The purpose of this role is to provide effective tender administration support by identifying tender and RFQ opportunities, coordinating compliant bid documentation, obtaining required supplier and subcontractor quotations, maintaining accurate tender records, and supporting the successful submission of bids in line with company requirements and customer deadlines.

3.0 POSITION

Tender Administrator

4.0 DEPARTMENT

Sales Department

5.0 REPORTS TO THE

Branch Manager

6.0 ORGANOGRAM

Yes

8.0 RESPONSIBILITIES/ACCOUNTABILITIES

- Find, download, and log new tender or Request for Quotations (RFQ) opportunities from online portals
- Upload final proposals to client portals or arrange physical delivery, maintaining a master register of wins, losses, and active deadlines.
- Gather required inputs and data from internal teams like finance and legal
- Correct and accurate completion of quotations and official tender documents
- Advise customers on the status of quotations and tenders
- Passionate about admin, detail-oriented, and able to perform under pressure
- Lead managers on new customer business
- Obtain specialised products for customers
- Promote and advise customers on products
- Promote the image of the Company
- Typing up quotes & tenders as per Branch Manager
- Monthly MTV Report and Tender Vets
- Taking of telephone messages for Sales Reps & Managers
- CPA Adjustment on a per order basis
- Any other legimate instruction required by Branch Manager

9.0 Qualifications & Experience

- Matriculated, with experience in tendering / accounting
- +3 Years in similar position
- Computer experience, good product knowledge, interpersonal skills
- Understanding of legal aspects of quoting, ability to assist customer in identifying the right product for his/her needs.

Authorised by:

Name: _____

Designation: _____

Accepted by:

Name:_____

Designation: _____