



PR/110015 | Associate Manager- Tender Business

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント インド

求人ID

1574889

業種

医療機器

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2026年02月10日 06:00

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Role Summary

The Tender Associate Manager will oversee the complete tendering cycle across government, PSU, institutional, and private procurement platforms. The role requires excellent coordination, strong documentation skills, and meticulous compliance to ensure timely and successful participation in tenders.

Key Responsibilities

Tender Identification & Tracking

- Monitor government, PSU, institutional, and state procurement portals (GeM, CPPP, eProcurement, etc.) for relevant tenders.
- Evaluate eligibility criteria and assess feasibility for participation.
- Maintain an updated database of active, upcoming, and completed tenders.

Tender Preparation & Submission

- Download and review tender documents, technical specifications, terms, and conditions.
- Coordinate with Sales, Technical, and Finance teams to collect technical data, pricing inputs, authorization letters, and other required documents.
- Prepare and compile complete tender submissions (technical and commercial).
- Ensure timely online/offline submission of tender documents.
- Verify accuracy of all annexures, forms, declarations, and signatures.

Documentation & Compliance

- Maintain updated statutory documents such as GST, PAN, registration certificates, financials, and experience certificates.
- Ensure compliance with tender requirements including EMD, PBG, bid security declarations, and other mandates.
- Track bid validity, performance guarantees, and contract renewals.

Coordination & Communication

- Liaise with dealers and channel partners for product listings and portal-related activities.
- Communicate with tender authorities to obtain clarifications or respond to amendments and corrigenda.
- Coordinate with Sales, Product, Marketing, and Accounts teams for seamless tender execution.

Post-Tender Activities

- Follow up on bid status and attend bid openings when required.
- Prepare comparative statements and management summaries.
- Support order processing, contract signing, and documentation after tender finalization.

Reporting & Record Keeping

- Maintain organized records of all tenders, submissions, and outcomes.
- Prepare weekly and monthly reports on tender activities and progress.
- Support internal and external compliance reviews related to tender documentation.

Additional Responsibilities

- Undertake any additional tasks assigned by the Department Head.

Required Skills & Competencies

- Strong understanding of end-to-end tendering processes (government and private).
- Familiarity with GeM, CPPP, and various state eProcurement portals.
- Excellent verbal and written communication skills.
- Strong coordination, organizational, and follow-up abilities.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- High attention to detail and ability to work under strict deadlines.
- Basic understanding of commercial terms, pricing structures, and contract management.

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会社説明