

Senior Proposal Engineer

Job Information Pack

Job Title	Senior Proposal Engineer
Location	Riyadh, Saudi Arabia

The Role

Omrania is looking for a Senior Proposal Engineer who will be responsible for the preparation and submission of proposals. In this role, the Senior Proposal Engineer will work with cross-functional proposal team members to help respond to Request for Proposals and manage the proposal development process to ensure on-time delivery of compelling, compliant, and well-written proposals. The Senior Proposal Engineer should exhibit strong writing skills, excellent attention to detail, and the ability to generate creative ideas while working both independently and collaboratively. The successful candidate is expected to be a self-starter, a multitasker who works well under pressure, and follows through on tasks. We need someone who holds a Bachelors' degree in architecture or engineering, with 7-10 years of experience working with bids and proposals for large-scale projects in the Architectural & Engineering Firm.

Responsibilities

- Review of Request for proposals and submit an executive summary including the scope of work, constraints, commercial/ legal risk factors, review points, etc. for review and decision
- Prepare technical and financial proposal offers according to priorities of delivery and the commitment to delivering on time Study the requirements of the request for proposals/ invitation to tender/ prequalification tenders/ expression of interest, related to consultancy services,
- Prepare clarifications requests to the client
- Preparing technical and financial proposals, and making relevant coordination with all related disciplines,
- making all correspondences with clients and sub-consultants to meet the requirements and deadlines of
- the proposals.
- Ensuring accurate costing, contacting all departments involved and coordinating with them to reach cost
- estimates closer to actual costs
- Contribute to developing plans for ensuring the availability of required materials for proposal compilation
- and the adherence to Omrania's policies and standards

- Provide adequate reporting as required
- Assess resources that will be needed to perform the proposal and the execution of the project
- Work towards the adherence to the overall requirements throughout the proposal development cycle
- Prepare proposal submission action plan and ensure that all project terms and conditions are met
- Prepare responsibility Matrix of all parties and assist in liaising between various sub-consultants

Requirements

Suitable candidate will have:

- 7-10 years of experience working with bids and proposals for large-scale projects in the Architectural & Engineering Firm.
- A Bachelor's degree in Architecture or Engineering
- The ability to work under pressure by producing multiple proposals with short deadlines
- Excellent command of both English and Arabic spoken and written languages
- Excellent communication and presentation skills.
- Excellent attention to detail.

Compensation & Benefits

- Competitive Salary
- Family Status
- Health Insurance
- Life insurance
- Annual Plane Tickets

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How to Apply

Qualified candidates are requested to email their CVs to jobs@omrania.com.sa, stating the required job position in the subject line of the email.