

Position Title:	Bid Administrator
Position reports to:	Bid Manager
Direct Reports:	N/A
Office Location:	Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION

Adapt IT (Pty) Ltd has a vacancy for a Bid Administrator in the Public-Sector department. The purpose of the role is the provision of support on bid management processes and procedures to the Bid Manager. The role will include facilitating the effective and efficient administration of bids, bid reviews and overall bid management process. The role will enhance efficiency in the Bid Office.

PRIMARY RESPONSIBILITIES FOR THE ROLE

- Run the onboarding process of partners and keep an updated spreadsheet of all active partners together with their product offering
- Attend tender briefing sessions and compile a bid summary for the bid qualification meeting
- Manage responses and bid cycle for minor RFQs and submit for review by the Bid Manager.
- Co-ordination, compilation and completion of tender documents
- Keeping records and reporting on the bid status by logging primary data on the Bid Log on a weekly basis
- Ensure Adapt IT collateral data is kept up to date for response to tenders
- Ensuring compliance to tender administrative and mandatory requirements
- Review of CV's, Qualifications, References and Certificates to align to mandatory tender requirements
- Prepare tenders, quotations (RFQs, RFPs, RFIs) for all designated areas and ensure that all documentation is accurate and completed timeously.
- Assist with production of final bid documents and arrangements to supply these documents to the customer within defined tender deadlines
- Ensure information kept on SharePoint is updated and properly logged in appropriate folders providing efficient response time to pull up data on the SharePoint
- Source and edit standard information required for tender submissions
- Ensure that the bid process is followed, and proper templates are used
- Coordinate collection of tender documents and tender delivery ensuring submissions are made on time
- Provide an updated version of events pertaining to where a bid is in the bid management cycle
- Ensure safe keeping of classified documents
- Assist in maintaining an updated sales cycle on CRM
- Collate administrative and mandatory tender specific requirements
- Attend to commercial and other related issues
- Assisting with relevant tasks and administrative requirements as and when required

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Matric
- Higher Certificates and Advanced National (vocational) Cert. (NQF Level 5)
- Computer literate and proficient in the use of MS software particularly Word, Excel, Outlook, PowerPoint
- 3-5 years' previous experience in a bid, sales or administrative role
- Previous experience in a bid office will be advantageous

Contact Person: [Nomzamo Skosana](#)

Apply Here: <https://www.dittojobs.com/jobs/view/3642550004>

Vacancy Status: [Open](#)