

Brief details of the job:

- Responsible for creating and maintaining a filing system that supports efficient information management with the winning work team.
- Provide administrative support to the winning work team.
- Follow up and collate from assigned proposal team for their agreed inputs in ongoing tender proposals.
- Prepare and collate tender interview presentation slides with data and inputs from assigned proposal team.
- Ensure and maintain timely submissions from assigned proposal team
- Maintain and update electronic information systems such as Pre-Qualification and NDA logs.
- Provide assistance to the Proposal Manager in collating proposal, pre-qualification, project fact sheet and staff CV information.
- To be trained in Adobe Indesign software and be adapt in preparation & development of proposal layouts.
- Update proposal and presentation templates, project fact sheets and staff CVs accordingly using Indesign or any other appropriate software.
- Conduct regular review audits to ensure information on all records is accurate and up to date.
- Back up resource to the Proposal Manager when required