

## JOB DESCRIPTION

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Job Title:	<u>Apprentice Commercial Co-Ordinator</u>	Function:	<u>Business Development</u>
Sub-function:	<u>Bids &amp; Proposals</u>	Location:	<u>Rosyth Based</u>
Level:	<u>S2</u>	Reports to:	<u>Tendering Manager</u>

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### Purpose

To add value to the Bids & Proposals (B&P) process. Ensure tenders are costed accurately and pack prepared for client submission. This function is pivotal to the success of winning business and minimising commercial risk to Oceaneering.

### Functions

#### ESSENTIAL

- Liaison within the Bids & Proposals Team (Proposal Coordinators, Estimators and Engineers) to determine bid scope of supply from client tender documents.
- Support tender preparation from start to finish adhering to established process.
- Tasks include but are not limited to:
  - Creation and maintenance of Bids & Proposals data in applicable systems.
  - Preparation of cost estimates on a budgetary and firm basis which is then presented in a review meeting prior to submittal.
  - Collation of all data requirements / inputs for the Bids & Proposals process e.g. drawings, schedules, cost estimates, cash flow summaries, as part of a standard process.
  - Working as a core team member for Bids & Proposals and liaising with other functions as required e.g. Sales, Proposals Engineering, Finance, Project Management, Contracts, Manufacturing.
  - Prepare content for procedural review meetings on cost, risk and lessons learned.
  - Attend clarification meetings, sales hand-over meets and kick off meetings as required, and document minutes of meeting as requested.
  - Support the Tender Manager in ensuring appropriate controls are in place across the business and compliance with all reporting standards.
- Strive for continual development on a technical and personal basis.
- Ensure any work-related concerns or breaches in business standards are highlighted to Management in a timely manner and in accordance with any relevant procedures or processes.
- Will consistently display required levels of engagement and a positive 'can-do' attitude while consistently supporting Oceaneering's culture of Safety, Quality, ongoing learning, due diligence and continual improvement.

### Safety and Quality

Perform the assigned tasks with due diligence regarding Integrated Management Systems on the Company.

### Supervisory Responsibilities

- This position has NO direct supervisory responsibilities.
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### Reporting Relationship

- Reports to Tendering Manager

### Qualifications (Alternative or equivalent experience or qualifications can be considered where appropriate)

#### REQUIRED

- Efficiency in the use of Microsoft Excel, Word & PowerPoint
- Strong Math's, written and spoken English skills
- Will join a business apprentice scheme with partnership through relevant key provider

### Knowledge, Skills, Abilities, Competencies and Other Characteristics

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
  - **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
  - **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
  - **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
  - **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
  - **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
  - **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
  - **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
  - **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
  - **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
  - **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time
  - **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
  - **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
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## Working Conditions

This position is considered OFFICE WORK which is characterized as follows.

- Almost exclusively indoors during the day and occasionally at night
- Occasional exposure to airborne dust in the work place
- Work surface is stable (flat)

## Physical Activity/Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is considered **LIGHT** work.

OCCASIONAL	FREQUENT	CONSTANT
<ul style="list-style-type: none"> <li>▪ Lift up to 20 pounds</li> <li>▪ Climbing, stooping, kneeling, squatting, and reaching</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lift up to 10 pounds</li> <li>▪ Standing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Repetitive movements of arms and hands</li> <li>▪ Sit with back supported</li> </ul>

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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

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Created on: 31/05/21 May 2021 NM-AH-AO

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