REDWOOD
PLASTICS AND RUBBER

MARKET SPECIALIST
BIDS & TENDERS

Redwood Plastics and Rubber has an exciting opportunity for an enthusiastic, high impact individual to manage Bids & Tenders as **Market Specialist**. Under the direction of the VP of Market Development, the Market Specialist will be responsible for growing sales by prospecting, reviewing, preparing and submitting bid-tender proposals through various online portals. In addition, they manage the bid-process, project manage pre-sales activities including ensuring accurate project and scope documentation while providing support to Operations post-sale to guarantee all tender scope requirements are fulfilled.

Duties & Responsibilities:

- Project Manage the tender process and increase profitable sales through bid-tender portals.
- Identify new business opportunities by monitoring tender websites & tender RFQ's daily.
- Pre-qualify bidding opportunities based on a developed set of criteria.
- Develop proposals and responses, with RFP/Client requirements at top of mind in a creative, compelling and compliant manner.
- Manage the timely tender upload/delivery response process, ensure completeness and accuracy of submissions including checking for amendments and addendums for all tenders.
- Develop and Prepare company's responses for vendor pre-qualification.
- Pro-actively follow up to ensure maximum bid success.
- Monitor, organize and report on bid-submission reviews, successes and company performance.
- Ensure Redwood Plastics & Rubber is represented well in reactive and proactive responses to customers on both public tenders and private design-build bid opportunities.
- Regularly review online portal content libraries and registrations to ensure company's unique selling points and bios are complete and up to date.
- Engage SMEs within the company to ensure compliance and well-structured specific and specialist bid, with all technical fields answered.
- Research and investigate opportunities relating to the company's basket of technical products, including Plastics, Rubber, FRP and Specialty Products.
- Maintain excellent internal and external relationships. Network to gather information on large tender pipelines, understand key players and contacts, extract market and project knowledge, and create opportunities to partner with relevant prime-bidders.
- Perform other duties as assigned.

Qualifications and Experience:

- Minimum 5-years' experience in marketing, sales or similar customer-facing role
- Minimum 1-year Project Management or Project coordination experience
- Postsecondary education in business, marketing, economics, or a related field an asset
- Proven understanding of the industry, products, applications and area of service an asset
- Proven ability to mobilize resources and respond to inquiries quickly and thoroughly
- Hands-on experience in online sales, vendor pre-qualifications and bid-tender review
- Technical ability to read and understand drawings & line-diagrams, engineering specifications and form of tenders
- Familiarity with Portals such as MERX, BC Bid, RFQ Watch & Publictenders.org
- Excellent technical writing skills in English Language to prepare proposals to a world-class standard
- Excellent organizational, time and stress management skills to complete the required tasks within tight deadlines.
- Able to self-start and work independently

Redwood Plastics and Rubber offers competitive salary packages including, medical and retirement benefits, an incredible work environment, and career advancement opportunities.