**Position: Tendering Manager**

**Location: Hong Kong**

**Report to: Group Tendering Manager**

**Direct Report: N/A**

**Responsibilities:**

* To lead and oversee the preparation of tenders for our regional offices (including Australia, Hong Kong, Philippines, Singapore, Taiwan and Thailand)
* Engage with our internal Design, Procurement, and Construction team and external parties to align tendering schedules to achieve on time and accurate delivery of tenders
* Manage the capacity of the Tender Office and the estimators day-to-day task priorities
* Tender review providing inputs for contractual risk analysis and strategies
* Clarification of bid conditions and management of the tender preparation
* Contribution in cost and price calculations
* Attend tender meetings with Clients & Architects
* Coordinate with the Operations & Commercial team and lead project handover meetings
* Any other ad hoc assignments

**Requirements:**

* Construction related/Business degree or similar relevant qualification is preferred
* Professionally recognised membership such MRICS or MHKIS is an advantage
* Experience in façade, external cladding & curtain wall would be highly preferable
* At least 5 years of proven experience successfully managing a tenderingteam and the ability to lead and motivate a team with strong time management and organisational skills
* Ability to coordinate several tasks at the same time
* Proficiency in Microsoft Office application, CostX and generally computer literate
* Native Chinese speaker with excellent spoken and written English
* Excellent communication skills
* Well-developed negotiation skills
* Some overseas regional travel may be required
* Immediately available is an advantage