



TRAINEE PRECONTRACT ASSISTANT

Ogilvie Construction have an exciting opportunity for a Trainee Precontract Assistant to join our team at our Head Office in Stirling.

THE ROLE:

Reporting to the Estimating Director, you will be responsible for, assisting the precontract team in producing work winning proposals and tender quality submissions, through a robust submission process as well as provide exemplary administration support to Pre-Construction / Estimating & Business Development Departments.

DUTIES/RESPONSIBILITY:

- Ensure that support is provided throughout bids and delivery as required.
- Assist in preparation of PQQ and quality documentation for submission to the customer.
- Assist in bid strategies to develop high quality bid documents/technical responses for approval by the senior management team.
- Liaise with clients, suppliers and subcontractors to obtain relevant or additional information necessary for submission development.
- Identify opportunities via online portals, OJEU and Public Contract Scotland.
- Assist in downloading new tenders and making up enquiry folders, moving files into correct folders.
- Monitoring the Estimating inbox and record quotes received on Conquest and filing.
- Maintain an electronic and hard copy filing system including management of archive files.
- Assist in compiling community benefits information for tender submission.
- Compile project completion information to inform/create case studies.
- Handle department incoming / outgoing telephone calls.

SKILLS/QUALIFICATIONS/EXPERIENCE:

- Knowledge of Word, PowerPoint, Excel and in design publishing software.
- Understanding of Documentation Controls process and procedures.
- Good publishing experience to format submissions.
- Good report writing skills.
- Ability to meet challenging deadlines.
- Excellent time management skills and ability to prioritise.
- Strong communication skills both written and oral.
- Ability to work as part of a team.
- Meticulous attention to detail.
- Confidentiality.

Full clean driving licence required

Hours of work are 9 am to 5 pm. An attractive salary is offered which will be commensurate with experience. Additional benefits include profit share, generous holidays and contributory group personal pension scheme and life assurance.

CV's should be sent to Laura Henderson, Group HR Associate, recruitment@ogilvie.co.uk

Ogilvie Group is committed to equal opportunities and diversity for its employees, temporary workers and work seekers. Individuals are only assessed on their individual merits and suitability to a position irrespective of race, gender, disability, age, faith or sexual orientation.