

POSITION SUMMARY

The Proposals & Contracts Coordinator manages the preparation, review, and submission of proposals, tenders, and contracts for oil and gas port services. The role ensures compliance with client requirements, industry standards, and company policies while supporting contract negotiations and execution.

KEY RESPONSIBILITIES

- Coordinate and prepare technical and commercial proposals, bids, and tenders
- Review client requirements to ensure compliance and competitiveness
- Liaise with operations, finance, QHSSE, and legal teams to gather required input
- Maintain a library of proposal templates, standard documents, and supporting materials
- Support contract negotiations and ensure agreed terms are accurately documented
- Track contract deliverables, obligations, and deadlines to ensure compliance
- Maintain records of proposals, tenders, and contracts for reporting and audit purposes
- Provide feedback on proposal outcomes and recommend process improvements
- Perform other related duties as assigned to support the Business Development Department
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QUALIFICATIONS, EXPERIENCE & SKILLS

- At least a Bachelor's Degree in Business Administration, Management, Law, or a related field
- Experience in proposal writing, tender management, or contract administration
- Familiarity with procurement processes in the oil and gas and/or logistics industries
- Strong organizational skills with the ability to manage multiple deadlines
- Excellent written and verbal communication skills
- High attention to detail, accuracy, and compliance
- Proficiency in MS Office and ability to work with data and documentation systems

CLOSING DATE: Thursday October 30th, 2025

APPLICATION SUBMISSION:

To successfully submit your application to us, please email your application and CV to gysbi.vacancies@gysbi.com