

## Assistant Tender Manager (f/m/x)

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Company: Nippon Express Europe GmbH

Location: Antwerp

Category: computer-and-mathematical

### The main purpose of your role:

Assist the regional Tender Management team and act as bid manager to support the TM process by balancing out workload in the team;

Develop and support competitive, customer-centric proposals enabling profitable business wins;

Translate corporate and regional directions into local actions;

Grow the tendered business in volume/GP;

Be capable of preparing competitive, high quality proposals in response to forwarding RFQs received from global/regional and country priority accounts closely cooperating with other Tender Management Teams, Bid Owner, Product and other support functions;

Maintenance of team reporting, business administration and database management.

### These are your key tasks:

Support the entire tender process which includes analysing and validating information from internal stakeholders, developing response formats and pricing matrices, responding to queries, and submitting RFQs to customers or bid owners.

Provide quality proposals to bid owners and Tender Management Teams for validation and submission to customers.

Analyse tenders and recommend optimum business solutions.

Support and maintain pricing databases for transportation rates and logistics/distribution rates.

Maintain tender data profiling and records, including monthly bid logs and completed tenders.

Support procurement team in gathering market intelligence on competitors' pricing, capabilities, facilities, client base, products, and services.

Ensure post-bid analysis is performed for all bids, successful or unsuccessful, and shared with stakeholders for bid tracking.

Ensure follow-up and closure of all opportunities, providing accurate estimations of win/retained/lost bids, volumes, and trade lane information.

Maintain reporting databases and generate ad-hoc reports as required.

Adhere to good business practices.

Perform additional duties and/or ad hoc projects as assigned by the European Product & Procurement Director.

Interface with other functional groups and customers in creating and delivering customer-driven services and solutions.

## **Requirements**

General knowledge of ocean forwarding business (customers, competitors, suppliers and overall environment)

Analytical thinking with strong passion for accuracy and detail-orientation

Demonstrate strong communication and negotiation capabilities

Easily capable of making well informed decisions to achieve excellent results

Strong organizational skills (prioritize, plan, assign, and control)

Minimum 5 years of work experience in Ocean freight

Business Administration / Commercial Background.

Language skills required; Fluent in English mandatory, other languages advantageous

IT experience regarding ocean freight operations

Expertise in MS Office, specifically Excel. (Access is an advantage);

Knowledge of any Transportation Management System (TMS) such as CargoWise or SAP;

Knowledge of CRM is an advantage.

### **Benefits**

A permanent position within a leading logistics company

Stimulating tasks within a diverse and international environment

Great team members who will help you to get onboarded quickly

Good Work-Life-Balance, possibility to Work From Home (hybrid model)

Attractive salary

Various additional benefits

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