

Prequalification Officer (m/f)

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Company: BESIX

Location: Belgium

Category: computer-and-mathematical

Job Description

For our Estimating Department based in Brussels we're looking for a Prequalification Officer. You read the prequalification files thoroughly and create a summary of the requested information for the files to be submitted.

You compile and prepare the content for prequalification dossiers and proposals, ensuring compliance with the client's requirements. This includes writing and editing sections of the prequalification templates, proofreading, printing & submittal of hard copies for review by PQ Manager.

You consult with your colleagues (PQ Manager and the Business Development Manager involved) the selection of the appropriate project references to be included in the dossier.

You contact all necessary support services to gather specific required information.

You ensure that all relevant documentation (project sheets, certificates, etc.) is attached with the submission.

You coordinate logistics for timely delivery and receipt of the documents before submission..

You respond to queries received from potential customers / contractors ensuring timely and accurate replies.

You participate in necessary follow-ups to update project details, specifications, etc., in various

working platforms..

You manage and update the prequalification library..

You ensure updated project reference sheets are readily available for submission with PQ documents.

You prepare and submit periodic activity reports for review by the PQ Manager.

You perform other administrative tasks as assigned by the PQ Manager.

You foster a work culture grounded in our organizational core values of Leadership, Initiative, Commitment, and Community.

Qualifications

You have a Bachelor degree with a first experience (0-3 years) in document processing / submittals, etc;

Experience in the construction sector is an asset but not required;

You are fluent in Dutch, French and English;

You have strong document presentation skills;

You have good coordination skills;

Experience in a similar role is beneficial;

You have proficiency in all Office Tools (Word, Excel, Teams, Visio, SharePoint, etc.);

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