Shell Recruitment

apply@shellrecuitment.co.za

TENDER ADMINISTRATOR

Role purpose

Own the tender opportunity pipeline and coordinate compliant, commercially viable submissions for our client's Commercial Solutions across Cleaning Supplies and Cleaning Services.

Key responsibilities

- Monitor tender portals, RFQs, supplier databases and relevant procurement opportunities.
- Assess tender specifications, mandatory requirements, deadlines and commercial fit.
- Maintain a live tender register and submission calendar.
- Attend or coordinate compulsory briefings/site meetings where required.
- Compile compliant submissions and control all returnable documentation.
- Coordinate supplier quotations, costing inputs and pricing schedules.
- Maintain CSD and other supplier/compliance documentation.
- Coordinate signatures, supporting certificates and final submission quality checks.
- Track outcomes, awards, feedback and post-submission actions.
- Support corporate proposals, subcontracting opportunities and vendor registrations.

Minimum qualifications

- Matric essential.
- Procurement, Supply Chain, Finance, Business Administration or related qualification advantageous.

Experiential requirements

- Minimum 3 years' practical tender administration experience preferred.
- Hands-on exposure to tender pricing/costing and supplier quotation coordination.
- Experience with public and/or private procurement submissions.
- Strong Word and Excel skills and ability to interpret tender specifications.
- Cleaning, facilities, consumables, contract services or government procurement exposure advantageous.

To apply email your CV to apply@shellrecruitment.co.za using the reference: TACS