



Tender Coordinator – Moerdijk

NewPort is specialized in transportation of chemical liquids, food stuff and gases in tank containers. We operate worldwide! NewPort Europe is responsible for all commercial and operational activities in Europe, the Mediterranean and part of Africa.

We are currently expanding our Global Tender team: we are looking for a Tender Coordinator!

The Tender Coordinator assists the Global Tender Manager in implementing business strategies as well as optimizing the global tender process. You will be responsible to coordinate and manage the global tender process with (international) sales colleagues!

Responsibilities

- Keep tender structure and procedures up to date.
- Make sure tenders are competitive and in line with the market.
- Detect, respond and solve deviations between plan and actuals.

Daily tasks

- Contact, coordinate and monitor with internal and external parties to coordinate the tender process.
- Qualify and analyse data in MS Excel supplied by (international) sales colleagues.
- Provide analytical support in relation to budget, targets, pricing and KPIs.
- Review rates to ensure accuracy and competitiveness.
- Manage internal and external relationships to satisfy customer demands and required services.
- Maintain information in the tender database in relation to budget, pricing and KPIs.
- Create and offer tender documents and check the contract for technical accuracy.
- Create reports on expected tender achievements and the actual results.
- Set up the continuation of the process after the tender has been won!

Who are we looking for?

- Bachelor degree such as Business Administration, Economics or Logistics.
- Preferably a minimum of one year work experience in a similar role.
- The ability to manage projects and organizing your own work.
- Analytical, mathematical (Excel) and administrative skills.
- Flexibility: you can easily adapt to changes.
- Sales drive.
- Fluency in English.
- Proven ability to work in a global environment.
- Knowledge of the tank container business and deep sea business is a plus.

What does NewPort offer you?

- Salary, contribution in pension, holidays and commuting allowance!
- Working in an enthusiastic team in an informal working environment.
- Opportunity to work on your professional and personal development.
- Friday afternoon drinks, a summer bbq with international colleagues and an annual Christmas party!

Please note that our headquarter is located in Moerdijk, a location which requires you to have your own car. Interested? Send your resume and cover letter to careers.eur@newporttank.com

Acquisition as a result of this vacancy is not appreciated