

Opening	E- Tendering Executive
Opening ID	ET-August 2016
No. of opening	01
Reporting To	DIRECTOR
Location	PUNE, MAHARASHTRA
Job Description	<ul style="list-style-type: none"> ➤ Searching Government & Private E-Tenders (Railway Siding tender, Bridge work tender, Earth Works tender, Road & Highways tender etc.) ➤ Prepare all the documents related to the tender ➤ Online registration on the various portals for tender, Online payment , uploading the documents online & final submission. ➤ To track & update our day to day communication , corrigendum, notices, regarding tenders. ➤ Preparation of Check Sheet ➤ Tender Preparation & dispatch / submission (online & offline) as per schedule ➤ Updating Credential File on real time ➤ Arranging other documents wherever necessary
Primary Job Functions:	Tender Executive
Education Qualifications	Any Graduate / Diploma in Civil Engineer. B.E./B.Tech Civil would be added advantage.
Experience	4 to 6 years
RequiredSkills	<ul style="list-style-type: none"> ● E- Tendering ● Tender Process ● Coordination ● General Admionistration ● Driven to Succeed and excel ● Auto CAD would be added advantage