

JOIN THE TEAM

About Us

Digital Construction Technologies Group are a global virtual design and construction consultancy firm. We are talented, industry innovators, striving to deliver the most dynamic and constructible work for our clients, applying this to each and every project.

Digital Construction Technologies (DCT) Group was established in Ireland in 2018 and specialises in mechanical and electrical digital engineering and digital construction management within all sectors of the construction industry.

DCT has experienced considerable expansion over the past three years with employment growing from 1 to over 30 in that time. Now, with offices in Ireland, Argentina and Croatia, DCT has built up a reputation as the leaders in the virtual design and construction arena in a very short period of time.

Benefits

- On-site parking.
- Company laptop.
- 21 days Annual Leave, plus 2 Self Care Days (Good Friday and Christmas Eve).
- Local gym membership.
- Cycle to work Scheme / Tax Saver Scheme.
- Pension.
- Annual medical screening.
- BIM Technician Training (CPD accredited).

Locations

- Dublin, Ireland
- Obera, Argentina
- Zagreb, Croatia

Main Sectors

- Commercial
- Residential & Retail
- Data Centres
- Education
- Healthcare
- Pharmaceutical
- Process


Bid/Tender Coordinator

Dublin Office, Full Time


To Apply

Submit your CV to info@dctgrp.com with the Reference ID in the subject line.

Reference ID:
Bid/TenderCoordinator_
2021

 +353 (01) 912 1900

 www.dctgrp.com

 Station Mews,
Glasnevin, Dublin 9

 digital
construction
technologies

Responsibilities

- Work with CEO and Group MDs to identify bid/tender opportunities and workshop best approach to make recommendations to the senior team.
 - To develop a compliant and comprehensive bid / tender submission process.
 - Manage the pre-qualification and tender process.
 - Managing eTenders and sourcing opportunities to bid.
 - Co-ordination and delivery of comprehensive proposal, bid and tender submissions for the company.
 - Ensure responses are completed in an effective and efficient manner, allowing time to review for amendments before submission.
 - Building relationships with key decision makers and current clients.
 - Management of the Tender Database to include continually up to date organisational chart, company information, company CVs, insurance detail, industry accreditations and affiliations.
-

Required Skills

- 3 years + experience in a bid / tender management role.
- Construction background an advantage.
- Excellent communication skills.
- Proven relationship building skills.
- Proven track record in delivering against target dates / deadlines.
- Excellent IT skills, experience with Google Suite an advantage.