**Padmapat Drive**

**Role:** Proposals Engineer –Only Female candidates

**Post:** 4

**Reports to:** Manager

**Responsibilities**:

         Timely preparation of detailed engineering proposals for the company’s complete range of products and services.

         Accurately interpret client’s technical specification and produce a compliant technical proposal; offering more suitable alternatives where appropriate.

         Accurately interpret client’s commercial requirements and ensure any commercial or contractual risks to the company are identified and mitigated.

         Ensure proposals pricing and estimating is in line with company’s agreed strategies on sales and marketing, charge out rates and availability of engineering resource.

         Act as a single point of contact for client and undertake a negotiating role when preparing coasted proposals.

         Arrange and take a lead role in ‘bid review’, ‘bid clarification’ and ‘sales handover’ meetings

         Write high quality technical and commercial documents and reports and present them to both internal and external audiences.

         Liaise with internal stakeholders to assist in collating accurate data for the preparation of proposals.  Maintain a sales and marketing focus in all proposals related activity and in contacts with stakeholders.  On a needs basis, provide resilience support to other departments within the company.

The above list of activities/responsibilities for the role of Proposals Engineer is not exhaustive and therefore you will be expected to carry out further duties as may be consistent with the role of Proposals Engineer or as may be reasonably instructed by the company.

**Skills and Personal Qualities:**

         Strong verbal and written communication skills and an ability to communicate effectively at all levels both within and outside the company, with a strong emphasis on being able to effectively.

         communicate proposals information

         Strong customer focus on both internal and external customers.

         Effective decision making skills.

         Good self-discipline and an ability to meet demanding schedule requirements whilst maintaining high quality work.

         Excellent team-working skills.

         Self-tasking and an ability to work with minimal supervision.

         Good attention to detail and accuracy in written work.

         Structured approach to work with the ability to set, and work to, agreed timescales.

**Qualification:**B.Tech/B.E-Electrical/Electronics/Instrumentation/Any other stream can also apply with 65% above.

**Location:** Ajmer Rajasthan ( Hence only local candidates of Ajmer, kishanghar, gegal, Jaipur  or near by area of ajmer can apply )

**Experience:**Fresher

**Salary: Rs.**2.30 Lakh, Accommodation and Conveyance will be provided by the Company.

**Special Condition:** Employment Contract and Compensation Agreement for 3 Years.

Note: initially Candidate shall be  appointed  for 3 Month Probation period during which her performance and learning capability shall be monitor and then permanent appointment will be given. ( we may also increase their package  for outstanding performer during probation period ).