

VACANCY: Contracts Support Officer

Description: We are currently seeking an experienced Contracts Support Officer to join our rapidly growing team. The successful candidate will be responsible for coordinating and administering all tender activities to support operations & projects, also the administration of all GYSBI Contractor and Supplier Agreements.

Job Type: Long Term Role with 9 hours, 5 days' work week schedule.

Qualifications:

The role of the Contracts Support Officer requires:

- Qualification in Business Administration or similar field
- Minimum of two years' Contracts & Tendering experience
- Demonstrate capacity to complete project support, monitoring and administrative tasks in a timely manner
- Attention to detail is essential
- Ability to work independently

Duties:

The successful candidate will perform duties such as:

- Ensure the Contracts Database is administered efficiently and always updated
- Ensure the Tender Process is administered effectively and efficiently.
- Act as the main Company contact for Contractors & Suppliers for any tender or agreement related query.
- Create and publish Expression of Interest (EOI's) to the CLBD portal
- Manage and file EOI submissions

Remuneration

Compensation will be based on academic qualification and experience.

Instructions to apply:

1. Visit our website (<https://www.gysbi.com/careers>) and follow the instructions there to apply.

Closing Date: Saturday October 31st, 2020