

Role: Proposals Engineer  
Ref.: HI-001-22  
No. of Hires: 1 No.  
Required by: Q1 2022 (asap)  
Area: Tendering  
Location: Ireland – Navan  
Base: Navan, Co. Meath  
Duration: Permanent following 6-month probationary period or extension thereof  
Salary: Competitive



### **About Hydro International Ltd:**

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Hydro International was established in 1994 and since this time the company has grown to become prominent leaders in the water and wastewater industry. We pride ourselves on a solution based, customer focus approach in offering turn-key projects to the municipal and industrial sectors. In addition to design, build, operation and maintenance capabilities Hydro International also has an extensive off-site manufacturing and innovation facility based in Navan, Co. Meath. This facility supports our Design for Manufacture and Assembly (DfMA) function as well as our machine building capabilities for water/wastewater treatment and dewatering.

### **The Role:**

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Reporting to the Tendering Manager the Graduate Proposals Engineer will be required to assist in the day-to-day aspects of pre-contract stage pricing, technical writing and proposal compilation. The ideal candidate should have a strong academic background, excellent verbal & written communication, comfortable working to hard deadlines and an eye for detail. The role will be office based in Hydro International Head Office in Navan, Co. Meath.

### **Main Duties and Responsibilities:**

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The main duties and responsibilities of the Graduate Proposals Engineer are outlined as follows:

- To support the Tendering Team in the end-to-end tender process from preliminary design compilation to post tender clarifications.
- Document control of Tender & Pre-Qualification information
- To review & summarise Technical Documentation to present to the Tender Management
- To assist in the completion of the submission of pre-qualification questionnaires and technical tender submissions
- Technical Writing
- To communicate with all relevant parties ensuring they understand clear and concise tender deliverables and deadlines where required
- Engage with supply chain and request quotations to assist the commercial tender bid
- Tender Stage estimating and proposal preparation
- Daily checking of tender alerts and analysis of opportunities
- Other duties as required from time to time.

### **Knowledge, Skills and Experience:**

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The main knowledge, skills and experience required of the [GraduateProject](#) Proposals Engineer are outlined as follows:

- Minimum of a Level 7 Degree in a relevant Engineering Qualification.
- Active member of the Institute of Engineers Ireland (IEI) preferable.
- Excellent technical writing skills and formatting skills
- Ability to work to hard deadlines
- Excellent verbal & written communication skills
- Good working knowledge of MS packages such as Word, Excel and Powerpoint
- Must have a high level of attention and eye for detail
- Focused, organised & highly motivated
- [Full driving licence](#)

### **How to Apply:**

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To apply for a position please send CV and cover letter to [hr@hydrointernational.com](mailto:hr@hydrointernational.com) quoting the job reference number in the title of the email.

Alternatively apply by post to HR Manager, 20 Mullaghboy Industrial Estate, Navan, Co. Meath, Ireland, C15TK63. As with application by email please quote job reference number in the title of the letter.

*Hydro International Limited is an equal opportunities employer.*