

# Senior Tendering and Contracts Engineer – Aberdeen

## Introduction

Sumitomo Corporation Europe Ltd is a subsidiary of Sumitomo Corporation, a world leader in integrated trading and investment. We have access to a global network of more than 75,000 people across 66 countries. We take great pride in our technical know-how and operational ability, which is combined with a drive to keep customer service at the heart of what we do. To achieve this, we recruit high calibre individuals, we invest in their training, and give them accountability and responsibility as soon as they are ready. Find out more: [www.sumitomocorp.com/en/jp/about](http://www.sumitomocorp.com/en/jp/about).

## Role

This role will manage the tendering and contract execution process for tubular related steel products for the Aberdeen office and together with colleagues in London office. This includes OCTG for oil & gas, geothermal and carbon capture & storage market applications. This role will also follow said tenders through to contract execution and delivery on those successful contracts. This includes contract execution, document control, credit applications, liaison with corporate functions to ensure compliance/QHSSE rules are followed and ensuring payments are received on time.

**This role will report into the Department General Manager of the Aberdeen Business Department.**

## Scope

- Receive and manage the tendering process for energy steels business activity.
- Develop winning strategies to win project tenders, including price, cost and supply chain selection.
- Conduct full contract review and manage tender negotiation process.
- Secure project orders or follow up losses and report back reasoning.
- Deliver the successful contracts, including project documentation, logistics management and supply chain contract management.
- Close out and ensure that contracts are concluded within budget, on time and within the contract requirements.
- Manage the process to ensure credit applications and payment schedules are carried out in accordance with company accounting practices and procedures, liaising and advising team members and corporate functions as appropriate
- Lead on supply chain projects across multiple regions and suppliers.
- Deliver on company and business unit objectives with clear focus on quality, HSE and sustainability.
- Conduct tender tactics meetings, contract kick off and pre-production meetings.
- Attend customer meetings as necessary.
- Some global travel required for internal and external meetings.
- Development of long-term supply chain strategy, along with colleagues from the Energy Transition Department.
- Develop third-party supply chain options.
- Handle pre-qualification processes as necessary.
- Carry out company functions necessary to perform duties and aid business development.

## Qualifications/Skills/Personal Qualities

- Degree, MSC or extensive experience in Energy tendering and contract execution (essential).
- Project or contract management qualification (preferred).
- Able to communicate with, and motivate individuals from different countries, background and cultures.
- Self-driven, methodical and inquisitive.
- Results-oriented with a positive outlook and a clear focus on high quality.
- Understands the principles of cost-effectiveness.
- Must be proficient in the use of MS Office, particularly Excel and Word and MS Teams ideally to an intermediate level.
- Good working knowledge of Sales Force or other similar CRM and CPQ software.
- Ability to work alone or as part of a team.
- Able to travel around the globe.
- Comfortable in dealing with senior management both internally and external.
- Flexible, adaptable and creative.
- Entrepreneurialism.

## To Apply

Please complete the Candidate Application Form (found on the vacancies page [www.sumitomocorp.com/en/europe/sceu/career](http://www.sumitomocorp.com/en/europe/sceu/career)) and send the form along with your CV to [recruitment.sceu@sumitomocorp.com](mailto:recruitment.sceu@sumitomocorp.com).