

Tenders and Administrative Co-ordinator – (Part-time: Mon – Fri: 9am – 12.30pm)



The Role:

Reporting to the Head of Marketing and working closely with members of the Sales and Marketing Teams, you will be responsible for co-ordination of tender submissions of all types from major framework agreements to one-off tenders. You will provide administrative support to the Head of Marketing and prepare tender documents for the business.

The Person:

You are someone with an ability to get things done. You have strong IT and excellent communication skills which helps you to work well across the business. Your attention to detail is very strong. You are enthusiastic and self-motivated with a “can do” attitude.

The Company:

Named a “Great Place to Work”, PEI is a leading medical and surgical sales, marketing and distribution company. PEI’s product portfolio includes major brands from world class manufacturers such as DePuy Synthes, Boston Scientific, Ansell, Xodus Medical and Resmed. This is an exciting opportunity to work for a company whose focus is in developing its people and ensuring they are equipped to provide service solutions to its customers.

Job Requirements:

- Strong Microsoft Office and administrative skills
- Excellent organisational skills and capability to prioritise workloads
- Excellent written and communications skills
- Prior experience in the medical sector is an advantage
- Proven ability to multitask in a pressurised environment in order to meet strict deadlines
- Results orientated, you are analytical and creative in your approach
- A good working knowledge of the EU tender procurement process in areas such as contractual law and procedures and their impact on PEI.

Roles & Responsibilities:

Reporting to the Head of Marketing, you will be responsible for the following:

- Administration of the tender process from beginning to end
- Checking tender websites on a daily basis and monitoring live frameworks, mini competitions, pending tenders
- Track and report on the potential and value of tenders/proposals available
- Track, analyse and report on outcomes of tenders and upcoming tenders and make recommendations if required to improve the process
- Communicate updates on tenders to Business Managers
- Develop and maintain a library of materials to assist in the timely and effective production of tenders/proposals (e.g., product literature, compliance certificates, clinical research papers, FAQs templates, training records, CVs)
- General administrative support to the Marketing team, including healthcare compliance support

PEI Compensation Package:

An attractive package will be available for the right candidate.

To apply for this position, please send your C.V. and cover letter to hr@pei.ie, and include the job title and your name in the subject line of your email.