

JOB LISTING
Executive Secretary/Proposals Coordinator
Power / Oil& Gas / W&WW



BRIEF

TITLE	Executive Secretary/Proposals Coordinator
DEPARTMENT	Executive Office
REPORTS TO	CEO
LOCATION	Amman/HQ office
JOB REF.	0027
DATE LISTED	11/07/2023
ROLE TYPE	FULL TIME

OVERALL DESCRIPTION

We are seeking a highly skilled and motivated Executive Secretary/Proposals Coordinator to join our organization. The successful candidate will play a critical dual role in providing executive-level support to the board and C-level executives and support the proposal development process. This position requires exceptional organizational skills, strong business acumen, and the ability to thrive in a fast-paced and dynamic environment.

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RESPONSIBILITIES

1. Executive Support (30% of the Candidate time):

- Provide high-level administrative and secretarial support to the board and C-level executives.
- Manage complex calendars, schedule meetings, sending reminders, arrange travel, organizing catering when necessary and handle correspondence.
- Prepare reports, presentations, and other documents on the executive's behalf.
- Assist in the development of marketing materials.
- Collaborate with the sales team to develop business plans, strategies, and sales targets.
- Maintaining comprehensive and accurate records. Compliance and renewals of various licenses and company registrations.
- Answering phone calls in a professional manner. Welcoming visitors and identifying the purpose of their visit.
- Social media updates.
- General filing.
- Performing minor accounting duties.
- Special projects as needed.

2. Proposal Management (70% of the Candidate time):

- Lead the end-to-end proposal development process, ensuring the timely and successful submission of high-quality proposals.
- Coordinate cross-functional teams and collaborate with internal stakeholders to gather necessary information for proposals.
- Conduct market research and analysis to identify customer requirements and tailor proposals accordingly.
- Write and edit proposal content to effectively communicate the organization's value proposition and competitive advantages.
- Develop and manage a repository of proposal templates, case studies, and other supporting materials.

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REQUIREMENTS

- Proven experience as an Executive Secretary or in a similar executive support role.
- Familiarity with procurement processes, especially in the context of Engineering, Procurement, and Construction (EPC).
- Excellent written and verbal communication skills, with expertise in proposal writing and policy development.
- Proficiency in Microsoft Excel, with the ability to analyze data and generate reports.
- Exceptional organizational and time management skills, with the ability to prioritize and multitask effectively.
- Strong attention to detail and commitment to delivering high-quality work.
- Ability to work independently, exercise discretion, and maintain confidentiality.
- Bachelor's degree in a relevant field (e.g., business administration, communications) is preferred.

CONTACT

We offer a competitive salary and benefits package. If you are a dynamic and results-oriented professional with a passion for executive support, proposal management, and operational excellence, we would love to hear from you. Please submit your resume to: careers@pewgroup.com
Subject: Executive Secretary/Proposals Coordinator