



## **Proposal Engineer**

### **RESPONSIBILITIES:**

1. Handling and coordination of costing for standard and special products.
2. Build and maintain supplier/subcontractor database price list.
3. Assist sales to prepare costing for standard products.
4. Review and prepare report (budget vs actual) upon completion of project.
5. Review Tender contractual details and prepares Technical/Engineering specifications for quotation, bidding and contractual compliance.
6. Prepare taking off quantity, costing and pricing for tenders and special products in a timely and accurate manner.
7. Communicate with vendors, subcontractors and company departments for costing estimation.

### **EXPERIENCE / SKILLS REQUIRED:**

1. Candidate must possess a minimum Diploma or Degree in Mechanical or Chemical Engineering studies.
2. At least 2 years or working experience in relevant field. Fresh graduates are also encouraged to apply for this position.
3. Good communication and negotiation skills.
4. Good interpersonal and presentation skills.
5. Work independently in a structured way with strong focus on high work accuracy.
6. Well versed in Microsoft Office Excel, Power Point, Words, etc.