



## NEW CAREER OPPORTUNITY

Build your career with Kraken Robotics.  
Make a difference to others.

If innovation drives you, and you want a career that makes a difference to the world, helping humanity overcome the challenges in our oceans – safely, efficiently, and sustainably – then come join us at Kraken Robotics.

[www.krakenrobotics.com](http://www.krakenrobotics.com)

## Proposals Coordinator

Based at Kraken Robotics Mount Pearl, Newfoundland, Canada  
Full-Time – Permanent | Job Reference: KRSI-2024-16

### ROLES AND RESPONSIBILITIES

Kraken is seeking a Proposals Coordinator to join our team. The Proposals Coordinator is responsible for supporting Kraken's commercial processes and supporting the tendering process to ensure client requirements are clearly articulated in proposal responses. Ensuring compliance with internal commercial procedures, identifying, and mitigating risks associated with tendering activities, and supporting the broader range of commercial activities across the business. The position is based in our Mount Pearl, NL, Canada office location.

Key responsibilities include:

- Point of Contact for Clients (internal and external), developing Quotes and Proposals for Products and Services.
- Ensure effective handover of opportunities from Business Development to Tendering team.
- Prepare and issue sales quotes from Netsuite and maintain standard price list.
- Prepare technical and commercial proposals documents, coordinating input from other departments.
- Organise and update tender response action trackers to ensure all client documents are review and commented on, including contractual terms and conditions, and prepare qualification responses.
- Support developing/maintaining a library of standard bid material, case studies, images etc.
- Support the Commercial & Tendering Manager with day-to-day organisation of commercial team activities.
- Preparation of pricing estimates for proposals, ensuring accurate cost calculations.
- Work closely with wider Commercial team including Business Development to obtain the price point based on direct conversations or market knowledge of same/similar scopes;
- Support the team with tracking risks and opportunities within tenders and mitigation/improvement plans.
- Ensuring approvals needed internally for proposals are obtained timely to meet client deadlines.
- Ensures all follow up clarifications are documented in the CRM system for proposals and quotes tracking.
- Receive and check client PO's and issues sales order confirmations, completing sales order/contract review checklists for handover to Project Managers.
- Arrange project handover meeting, ensuring that all required data, clarifications, risk/opportunities, pricing, and other pertinent documents are available.

- Arrange debrief/lessons learned meetings on tenders (either through closeout meetings or via feedback request forms) and collate data on CRM system to trend reasons for successes and failures.
- Support implementation of best practice commercial processes and analyse internal and external feedback.
- Carry out other tasks as required and within the competency of the job holder.

## QUALIFICATIONS AND EXPERIENCE

- Experience in tendering including proposal writing, value recognition, ITT review and clarification management.
- Ability to liaise with internal stakeholders to ensure full technical, commercial and HSE due diligence is carried out on all tenders.
- Highly proficient in Office 365 including Office, Excel, SharePoint, Teams and OneDrive.
- Strong communication skills with the ability to communicate with colleague's base overseas/remotely, clients and key subcontractors.
- Ability to follow commercial processes, ensuring all stages are completed and documented in accordance with company policy.
- Attention to detail to ensure all documents are issued to the highest standard and ability to QC documentation of colleagues.
- Ability to work on own initiative and work effectively as a member of an international team.
- Self-motivated with a pro-active approach and committed to continual improvement.
- Ability to work to tight deadlines whilst prioritising workload in order to meet demands as well as having a good eye for detail and high level of accuracy.

## Preferred Skills:

- Strong knowledge of the offshore survey industry which may include prior technical roles.
- Experience of working within a CRM system (Pipedrive or equivalent) and ability to ensure all enquiries are logged accordingly and kept up to date during the tender process.
- Ability to work within a global company including time management to meet client time zones
- Degree in commercial or technical (applicable to offshore survey industry) discipline.
- Pro-active approach towards client engagement and managing internal stakeholders.
- Exceptional organisational and interpersonal skills.
- High level of attention to detail and ability to QC own work.
- Excellent communication skills - written and verbal.
- Ability to work to tight deadlines prioritize workload, with a high level of accuracy.
- Ability to work on own initiative and work collaboratively in a team environment.
- Self-motivated with a pro-active approach and committed to continual improvement.

**TO APPLY:** Email your latest CV, stating job reference KRSI-2024-16 to: [careers@krakenrobotics.com](mailto:careers@krakenrobotics.com)

## Why come work at Kraken Robotics...





**Want to apply your skills, knowledge and expertise to push the boundaries of underwater intelligence – which help governments defend and make our oceans safe, or ensure critical offshore energy and communications infrastructure is installed and maintained efficiently?** If innovation drives you, and you want a career that makes a difference, helping humanity overcome the challenges in our oceans – safely, efficiently, and sustainably – then come join us at Kraken Robotics.

Kraken Robotics offers a unique career opportunity to work with an internationally recognized leader in ocean technology that is harnessing our world class talent to provide superior subsea solutions for global security, environmental, and scientific challenges. Our highly talented team design and manufacture technology platforms for NATO navies and commercial clients throughout the world and provide acoustic 3D Synthetic Aperture Sonar (SAS) data solutions and imaging in the offshore energy sector with increasing focus on offshore renewables.

Kraken offers an attractive and competitive compensation package designed to reward our team for a job well done. With locations around the world, we support remote working packages and encourage professional and cultural collaborations. Kraken is an equal opportunity employer focused on promoting diversity, equity, and inclusion and we value the diversity of our team that contributes to our company growth and development.

**To find out more about Kraken Robotics, and discover other exciting career opportunities, visit our website, or follow us on social media:**

<https://krakenrobotics.com/about/careers/>

