



## Bids & Event Management Executive

### Company Profile:

A growing German Subsidiary engaged in Marketing, Sales, After-Sales Service, Installation & Commissioning of Electrical Condition Monitoring Systems, with a special reference to electrical safety is a promise to our customer. Having tailor made solutions for every application from Power Generation, Industry, Hospital to latest Electric Vehicle Ecosystem.

Excellent opportunity for the right candidates to grow along with the organization. We are "PARTNER FOR ELECTRICAL SAFETY"

### Locations:

Bangalore / Mumbai

### Role Purpose:

To manage end-to-end bid coordination, sales support activities, and event execution while ensuring accuracy, compliance, and timely delivery.

### Key Responsibilities:

1. Bids & Proposals
  - a. Track tenders, RFQs, and RFPs from various portals and customers
  - b. Manage end-to-end tender lifecycle including participation decision, documentation, and submission
  - c. Prepare, compile, and submit bids with complete compliance (technical & commercial)





- d. Analyze tender specifications and prepare compliance statements
  - e. Coordinate with sales, engineering, finance, and procurement teams for bid finalization
  - f. Ensure adherence to tender requirements, timelines, and regulatory guidelines
  - g. Maintain bid trackers, offer records, and documentation
  - h. Create and update enquiries, quotations, and billing-related records in SAP
  - i. Handle e-procurement portals (GeM and others) including document uploads and bid management
  - j. Maintain centralized tender database and documentation repository for audit readiness
2. Sales Coordination & Operations
- a. Prepare and manage quotations and pricing analysis in coordination with internal teams
  - b. Follow up with customers on submitted quotations and proposals
  - c. Support order processing and purchase order documentation
  - d. Coordinate internally for smooth execution from enquiry to order closure
  - e. Generate and maintain MIS reports (daily/weekly/monthly) for management review
  - f. Maintain CRM data accuracy (preferably Salesforce / SAP CRM)
  - g. Manage vendor registrations, renewals, and compliance documentation
  - h. Update product catalogues and pricing on customer / procurement portals (e.g., GeM)
3. Event Management
- a. Coordinate participation in exhibitions, trade shows, seminars, and roadshows
  - b. Manage event logistics including branding, stall setup, materials, and vendors
  - c. Liaise with event organizers and internal teams
  - d. Track event-related expenses, customer billing, and receivables
  - e. Prepare post-event reports and documentation





**Qualifications & Experiences:**

1. Graduate in any discipline (Diploma in Electronics / Electrical preferred)
2. 2–4 years of experience in bids, sales coordination, or event management
3. Hands-on experience with GeM / e-procurement portals is highly preferred
4. Experience in MIS reporting, CRM tools, and quotation management
5. Preference for candidates with SAP exposure (especially AR / Sales modules)

**Skills & Competencies:**

1. Strong organizational and coordination skills
2. Good communication and documentation abilities
3. Proficiency in MS Office (Excel, Word, PowerPoint)
4. Working knowledge of SAP CRM / Salesforce preferred
5. Strong analytical and reporting skills (MIS, data tracking)
6. Ability to multitask and meet deadlines
7. Attention to detail and strong follow-up skills

**How to Apply:**

Interested candidates are invited to submit their CV and a brief cover letter to: [abila.jose@bender-in.com](mailto:abila.jose@bender-in.com).

