



JOIN OUR TEAM AS A TENDER SALES COORDINATOR

NativeWay(Pvt) Ltd is one of Sri Lanka's most trusted leaders in comprehensive integrated engineering solutions. NativeWay is embarking on an aggressive strategy of expansion in order to better serve a diverse spectrum of esteemed clientele built up over the past seven decades. Clientele includes respected leaders in construction, health, hospitality, apparels, and textiles sectors. NativeWay is an ISO 9001-2015 certified company registered as an EMI contractor for Diesel Generators and EMI contractor for HVAC with Sri Lanka Construction Industry Development Authority (CIDA).

JOB REQUIREMENTS

We are in the process of seeking an enthusiastic, energetic and self-motivated individual to play a dynamic role as a **Tender Sales Coordinator** with an exceptional analytical and decision-making skills with technical competencies with a passion to deliver exceptional results.

- Coordinate the preparation and submission of tender documents, ensuring all requirements are met.
- Liaise with internal teams to gather necessary information and documentation for tender submissions and tendering authority's requirement.
- Preparation of tender documents for Diesel Power Generators, HVAC, Industrial Laundry Machines, and dealer products etc.
- Review tender documents to identify key requirements and deadlines.
- Assist in the development of tender strategies and pricing models.
- Maintain a database of tender opportunities and track the status of each submission.
- Communicate with clients and stakeholders to clarify requirements and gather additional information.
- Ensure compliance with all tender regulations and guidelines.
- Provide administrative support to the sales and business development teams as needed.

QUALIFICATIONS & EXPERIENCE

- Age below 40 Years.
- Degree or Suitable qualification is preferred.
- Minimum 03 years proven experience in tender coordination or a similar role.
- Strong understanding of tender processes and documentation requirements.
- Excellent organizational and time management skills.
- Attention to detail and the ability to work under pressure.
- Strong communication and interpersonal skills.
- Knowledge on government tender procedures & procurement process will be definite advantage.
- Strong understanding of tender processes and regulations.
- Valid riding license is required.

The chosen applicant will be exposed to an environment conducive to career development. An attractive remuneration package with other fringe benefits in keeping with ability and experience will be offered.

kindly submit your CV to the provided link along with contact numbers and the names of two unrelated referees within a 7-working-day timeframe.

APPLY NOW: [Apply Job | Nativeway SL Recruitment Site](#)