



## **Proposals & Estimation Engineer – Swiber Offshore Construction Pte Ltd**

**Department: Offshore Construction**  
**Location: Singapore**



### **Responsibilities:**

- ❖ Prepare and maintain electronic and hard copy tender files in accordance with Company procedures.
- ❖ Prepare or arrange for detailed MTOs (quantity take-off) from tender documentation.
- ❖ Ensure a good estimating practice is followed, sufficient explanatory notes are to be included referring the location of supplementary information and each changes to be tracked.
- ❖ Ensure issuance of Subcontract Enquiry in a comprehensive and accurate manner.
- ❖ Ensure Subcontractor responses are tabulated accurately on a Subcontract Bid Evaluation spreadsheet.
- ❖ Collate Indirect Cost Estimate for costing purposes.
- ❖ Carry out a firsthand execution/construction schedule, for each activity and also indicating anticipated durations.
- ❖ Discuss with the Project Managers/Operations group and other Discipline Estimators in benchmarking productivities to be applied to the Estimate against recognized industry norms.
- ❖ To ensure the Estimate Basis is “Current Costs” and that a factor for escalation is taken care.

- ❖ Support Senior Proposal & Estimating Engineer in other bid preparation activities.
- ❖ Present for review by the Proposals Manager, Senior Proposals & Estimating Engineer the Cost Estimate in detail prior to review of the tender by management.
- ❖ Assist with the preparation of a list of clarifications and qualifications/exceptions to the proposal and to ensure qualification/exceptions are well priced.
- ❖ Prepare / Assist in completing Clients pricing and technical tender schedules.

Requirements:

- ❖ Minimum Degree in Engineering
- ❖ Minimum 4 - 5 years relevant experience in Proposal & Estimation of Offshore T&I or EPCI projects
- ❖ Good interpersonal skills and able to work well with others in a fast-paced working environment
- ❖ Able to work under pressure and meet deadlines
- ❖ Working location : International Business Park, Singapore