

# TENDERING RFQ ASSESSOR & CUSTOMER COORDINATOR

Wilson Power Solutions is a leading manufacturer and supplier of electrical power distribution and power transformers and a pioneer of super low loss amorphous transformer technology. Our flagship product saves money, saves energy, cuts carbon and offers an innovative solution to the worldwide challenge of reducing energy wastage.

As a Tendering RFQ Assessor & Customer Coordinator, you will be part of the Tendering / Sales Team. It will be your responsibility to review RFQs (request for quotes) from our customers via our RSMs (Regional Sales Managers), design returns from our Technical Team and supplier quote returns as they come in via a very busy Tendering mailbox. You will quote the quick hit quotes in-between but reviewing the Tendering Inbox will be your primary focus.

## The Role:

- Working in coordination with the Tendering Engineers and RSMs and reporting to the Tendering Manager.
- Review RFQs (request for quotes) from our customers via our RSMs (Regional Sales Managers) in **immediate** order as they land in the very busy mailbox.
- Review design returns from our Technical Team ensuring compliance with Tendering request.
- Review supplier quote returns from our external and internal suppliers / partners ensuring compliance with Tendering request.
- To manage the upkeep of a very busy Tendering Inbox.
- To manage Opportunities in our current operating systems such as Pulse /Therefore and other systems.
- To familiarise yourself with all our internal documentation, drawings, data sheets to build knowledge and deep understanding of said documents.
- To go to our external and internal suppliers / partners for quotations ensuring compliance with sales request / specifications provided.
- To chase up technical returns and internal and external suppliers daily.
- To communicate with customers directly where required.
- Manage day-to-day customer requirements, including responses to commercial and technical queries
- To communicate collaboratively with the Tendering Team via online Teams communication
- To assist RSMs and the Head of Sales where required.
- Attend meetings in person and online where required.
- Collaborate with key internal departments, including contracts, engineering, production and accounts to ensure customer expectations are maintained.
- To quote quick hit straight forward quotations direct to customers but only during quiet periods within the Tendering Inbox.
- To work from home as well as at the Leeds office as required.

### To Succeed you will have:

- Experience ideally within the Electrical Power Supply Sector or within a technical manufacturing/supply sector
- Industry knowledge in the Electrical Power Sector - desirable
- An electrical engineering background or qualification – desirable
- Good IT skills - essential
- Good collaborative team ethos - essential
- A confident and dynamic personality
- Demonstrate excellent communication skills at all levels - essential
- Be positive, forward-thinking and proactive

### Salary and benefits:

- Salary negotiable
- Working from home (Hybrid)
- 25 days holiday per year plus 8 bank holidays
- Company Profit Share Scheme (paid quarterly)
- EV Salary Sacrifice Scheme and on-site Charging
- Bike to work scheme
- Healthcare & well-being scheme
- Pension

Please email your CV to [hr@wilsonpowersolutions.co.uk](mailto:hr@wilsonpowersolutions.co.uk), detailing your current salary. All applicants must be able to **demonstrate their right to work in the UK**. No Agencies.