

DEPARTMENT:	Contracts and Proposals
LOCATION:	51 A Railway Road, Cunupia, Trinidad and Tobago
JOB TYPE:	Office Based
JOB TITLE:	Logistics and Pricing Analyst I
DIRECT REPORT:	Logistics and Pricing Analyst II OR Supervisor – Proposals
DEPARTMENT LEAD:	Manager - Contracts and Proposals
OVERSEEING ELT MEMBER	Vice President – Shared Services

JOB PURPOSE:

The Logistics and Pricing Analyst I is a member of the Proposals Team, which belongs to the Contracts and Proposals Department. This position receives and evaluates requests for Quotations, Proposals and / or Information (RFx) from internal or external clients and creates high quality quotes and proposals for the requestor. Also evaluates and responds to internal and external queries concerning quotes, proposals, and contracts. RFx may be related to any of the company’s lines of business, including but not limited to Freight Forwarding, Customs Brokerage, Project Logistics, Marine Agency, Shore Base Operations, Personnel Logistics, Manpower and specialized 3rd Party Services. The Analyst is also required to learn and utilize any relevant company software in the performance of their duties.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.	Approx. % of time annually
1. Respond to RFx – includes review of requests, ability to plan responses, get additional information from requestors, acquire information from various internal and external sources, assimilate info and draft responses that are easy to understand, have sufficient detail, anticipate clients’ needs, all with very few errors. Includes meetings with internal teams for information or feedback. RFx may be commercial, technical or a combination.	50%
2. Post Tender Clarifications (PTC) – after RFx are submitted, clients often require clarifications, ask for requotes, change the scope of work and so on. These occur up until the RFx is lost or a contract is awarded. Can include internal meetings or meetings with clients.	20%
3. Contract Management – Review of rates and terms & conditions when a new contract is being finalized, renewed, retendered and so on.	5%
4. Create and revise proposals documents - Graphics, site profiles, project summaries and so on. Often requires collaboration with other departments.	5%
5. Data management – Ensure files are named, stored for easy retrieval of RFx, PTC and other C&P documents.	5%
6. Process and technology management– assist to create and revise department processes, KPIs, organizational structure and so on. May be required to integrate these processes with Ramps ERP software, which can include collaboration with software designers.	5%

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<p>7. Meet non-technical KPI's – includes targets for the facilitation and receipt training, 1 on 1 meetings, HSSE toolbox meetings, field visits and so on. These KPIs are also set by department and reviewed periodically.</p> <p>8. May be required to work with colleagues to quality control departmental output.</p>	5%
<p>9. Other adhoc tasks and projects as required</p>	5%

RFx includes RFQ, RFP, RFI (Request for Quotation, Proposal, Information). These requests range from providing basic to detailed info and simple quotes to very complex tenders. KPI is Key Performance Indicators.

QUALIFICATIONS AND EXPERIENCE:

- Minimum of a Diploma in Supply Chain Management/Logistics/Maritime Studies.
- BSc in Business/Sciences/Engineering will be considered an asset.
- Other certifications such as Customs Clerk or Boarding Clerk certifications will be considered an asset.
- Minimum 1 years' experience in Freight Forwarding, Customs Brokerage, Shore base and Marine Operations, Oil and Gas Operations, Project Logistics, Warehousing and Sales will be an asset.
- MS Office - Intermediate to Advance in the use of MS Word, Excel, PowerPoint, Teams.

SUPERVISORY DUTIES:

- None expected.

HSSEQ RESPONSIBILITIES:

- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors and/or Team Leaders.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor and/or Team Leaders once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor and/or Team Leaders.
- Cooperate during incident investigations so that the incident causes can be determined, and corrective action taken; and
- Tag and Report all defective tools or equipment immediately.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.
- Adhere to the guidelines stated in the Policy Manual.

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** - especially with direct team members.
- **Highly reliable** - supervisor and co-workers must have confidence that when assigned a task, it will be done in a timely manner with a high quality of work.
- **Customer Focused** - ability to place oneself in customer's shoes, reply promptly to customers, suggest alternative options based on experience, give overall high-quality feedback to customer.

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- **Management of time and tasks** – ability to work on multiple tasks, meet KPIs, reorganize and work on high priority tasks, handover tasks when out of office.
- **Technical analysis of requests** - quickly process and understand requests, identify where external assistance is needed, document concisely and clearly what is required, plan how to respond.
- **Problem solving** – ability to suggest recommended actions, develop and suggest innovative ideas, pre-emptively identify issues with existing procedures and implement solutions.
- **Pricing** – Use good judgment in marking up vendor rates, identify and utilize existing client contracts, ensure quotes meet client requirements, are clear and concise.
- **Technical Proposals** – Ensure these are easy to understand, cover full scope with quality information, make good use of maps, diagrams, has little or no grammatical, spelling and vocabulary errors.
- **Quality Assurance** – Quickly picks up technical errors, typos, issues with sentence construction, gaps in logic, incorrect or missing pricing, whilst reviewing requests, quotes and technical proposals.
- **Teamwork and Emotional Intelligence** - Work well with others within the department, with other departments to build mutual trust and respect. Develop strong professional relationships with others in the company and display emotional intelligence when dealing with others.

WORKING CONDITIONS

- Physical demand - Primarily Office / Work from home.
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (Shore Base, ports, vessels, etc).
- Foreign travel is possible.