

## JOB POSTING

**Tender Officer**

**1 position**

**Reports to** : Manager, Sales – Key accounts  
**Department** : Sales Department  
**Location** : Sirinrat Building, Rama 4, Bangkok

### **General Description :**

- Oversee tender request for both Regional and Local accounts
- Manage regional/Local Tender , RFQ and RFI for both BKK and LCB and response within time line given
- Coordinate with BKK & LCB KAMO team to get customer details, business information and/or pricing information
- Working closely with PM air, PM ocean and Airline relation manager
- Co-ordinate and provide all related business secured and rate quote, customer requirement to Operation Team (Air & Ocean)
- Update customer profile and filing
- Supply sales lead to sales team
- Monthly pricing and tender KPI report
- Maintain pricing and tender database
- Other assignment according to Sales HOD

### **Specific Accountabilities :**

- On-Time responses of RFQ and RFI
- Manage a pricing database correctly and up to date
- Working Closely with account owner, Product manager to ensure alignment with suitable carriers for each tender
- Monthly report updating RFQ and RFI, Win & Lost, Thailand related revenue, Tonnage, date received, submission date and involved person
- Quality of Tender responses (correct information, Rating) and apply bidding work sheet template and keep the record (to be able to provide last year rates quoted if any or related trade-lanes price for comparisons)
- Data management and analysis report as and when required
- Monthly update annual bidding launch date to sales manager/GM to ensure do not miss the bidding event
- Follow up with TM the RFQ result (monthly basis)

**Qualification and Skill Required :**

- Bachelor's Degree in freight forwarding field or related field
- Minimum 1 years of relevant working experience
- Good analytical and problem solving skill
- Good command of both written and spoken English
- Good computer literacy and well versed in Microsoft Office Applications
- Ability to work under pressure in a demanding and multitasking environment

-----

**Schenker** (Thai) Ltd. offers a wide range of career opportunities within our organization, in Thailand or abroad. The salary and bonus programs are attractive and all other benefits (medical insurance, provident fund etc) usually offered by international companies are available here too. All salaries are paid 13 times and a results related bonus of up to 2 months salary is paid in addition each year.

If you are interested in joining a successful and professional team, please send your CV and photo to the e-mail address below. **Please enter as 'subject' the position you are applying for.**

**"We will consider English language resumes only"**

**HUMAN RESOURCES DEPARTMENT  
SCHENKER (THAI) LTD.  
3388/54-61, 63, 66-67 Sirinrat Building 16<sup>th</sup>- 19<sup>th</sup>Floor, Rama IV Road,  
Klongton, Klongtoey, Bangkok 10110  
Tel : (+662) 269-6500 Ext. 6706, 6710  
Fax : (+662) 367-5690  
E-mail: [career.thailand@dbschenker.com](mailto:career.thailand@dbschenker.com)  
Website: [www.schenker.co.th](http://www.schenker.co.th) ; [www.schenker.com](http://www.schenker.com)**