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details



Unique Organics Limited

E-521, Sitapura Industrial Area, Jaipur 302022

Tender Executive

Full Time

Location -Jaipur

Exp. Range 1- 3 yrs

Job Summary: - The Tender Executive is responsible for managing and participating in Government e-market (GeM) activities, including daily tracking of tenders, searching for eligible tenders on various central government portals, and filing tenders efficiently. The role includes drafting letters for agreements, attending pre-bid meetings, and gathering relevant information. The Executive handles all GeM-related tasks and ensures timely submission of tenders while maintaining a patient and organized approach to the bidding process.

Responsibilities & Duties: -

1. Must have experience in the Government e-market.
2. Maintain daily progress report of Tender available for bidding.
3. Proper searching of Tenders on different portals of Central Government as per the eligibility of the company.
4. Letter drafting for the ongoing agreements.
5. Participating in pre-bid meetings, site visits, and other activities to gather information and clarify requirements.
6. To deal with the situation patiently.
7. Finding out all India Tender
8. File the tender in least possible time
9. Handling GEM activities
10. Participating in all GEM activities

Qualification & Skills

- Bachelor's degree in Accounting, Finance, Commerce, M. Com, MBA (Banking & Finance) would be preferred.
- Candidate must-have skills for Microsoft Office/Computer/Google spreadsheet.

Benefits

- Cell phone reimbursement
- Food allowance
- Provident Fund
- Leave Encashment
- Paid Leaves