



About Mun Siong Engineering Limited

One of Singapore's leading integrated service providers since 1969, Mun Siong Engineering Limited offers a range of mechanical and electrical & instrumentation services for oil & gas, petrochemical, energy, chemicals, and power industries. As a one-stop solution provider, the Mun Siong Group caters for engineering, procurement, fabrication, construction, maintenance of plants and equipment, and specialised products and service solutions.

Location : Singapore

Job Description

The Tender & Proposal Engineer involves in tendering & bidding activities. The Engineer monitors and analyses project cost estimates, expenditures, and forecasts. This role also works on projects/matters of limited complexity in a support role.

Responsibilities

- Responsible for preparation and compilation of tendering submission to ensure that it meets company contracts procedure.
- Execute project related cost control activities in accordance with client contract requirements, project specifications, in alignment with internal procedures.
- Develop budget plan to monitor and control the expenditures for the duration of the project.
- Works with the execution/operation team to prepare estimates as per client requirements.
- Identify and quantify cost factors, such as production time, materials, and labor expenses.
- Generate and issue the project monthly client/internal forecast report.
- Ensure that tender submission due dates are strictly adhered to, and the information are updated accurately according to management approval
- Follow-up with post tender activities for the submitted tenders and reviewing of client contract agreement before signing off.
- Review of awarded projects and ensure that documents/contracts is aligned on what is mutually agreed by company and client during tendering stage.



Requirements & Professional Skills

- Min Degree in Engineering or equivalent.
- Min 0-2 year relevant and similar experience, preferably in project estimating and cost controlling
- Possess knowledge in project cost planning and reporting, piping, steel structure and mechanical equipment and related subcontractor works would be a plus.

Our Core Values

Safety

To put the safety of our staff above all.

Quality

To strive for continuous quality improvement in all that we do.

Customer Focus

To achieve total customer satisfaction by flawlessly delivering customer wants.

Leadership

To be a world-class leader in every aspect of our business.

Teamwork

To encourage cooperative efforts at every level and across all activities in our company.