

VACANCY PREQUALIFICATION SPECIALIST I

CCC Group is an internationally ranked general contractor providing a broad scope of construction, maintenance and fabrication services to various industrial markets throughout the U.S. and in select foreign regions like the Caribbean. We are dedicated to performing work to the highest standards coupled with striving to exceed our clients' expectations to deliver solutions based on our expertise backed by superior safety and quality principles. Through our regional office in Suriname, we successfully carry out several construction projects for the local and regional market with the highest management, quality and safety standards.

Job Summary:

Providing assistance and support for the Company's prequalification activities as well as support providing bid assistance as needed. Reports to Marketing & Prequalification Lead and supports other members of the Business Development and Marketing Department teams.

Required Knowledge and Skills:

- Strong organizational skills with the ability to prioritize assignments, handle multiple simultaneous projects, modify schedules, and alter the sequence of steps as necessary to meet required deadlines.
- Proficiency with MS Office Suite. Solid word processing, spreadsheet, and database management skills in addition to Adobe Pro experience are required.
- Keyboarding skills with high degree of accuracy.
- High level of mental/visual effort required in order to assure accuracy of information entered into the computer systems and online platforms.
- Possess business writing, grammar, and proofreading skills with the ability to produce professional letters, documents, presentations, etc.
- Ability to interact effectively and professionally with all levels of management and peers.
- Ability to work independently and be self-motivated, proactive and an effective team player.
- Ability to make sound recommendations based on analysis of data with careful attention to detail.
- Ability to maintain confidentiality of data.
- High level of attention to detail.
- Evidence of strong customer service focus, with the ability to work professionally and reliably under stress and compressed schedules.
- Effective oral and written communication skills.
- Professional proficiency with the English language.

Required Competence Level:

- Bachelor's degree in Business Management, Business Administration, Marketing or related degree, or equivalent combinations of technical training and additional experience beyond that required.
- Three or more years of experience in proposal preparation, prequalification preparation, or estimating coordination in the construction or engineering sectors.
- Experience reviewing and understanding proposals and pre-qualifications

Company Compensation:

- Attractive salary and benefits compatible to the local market.
- Opportunity to career growth and development.

Send your cover letter and resume to: CCCHRSuriname@cccgroupinc.com or to P.O. Box 1243 Paramaribo, Suriname. Call for info: (+597) 323400 ext. 2857