



Nova Bus, a member of the Volvo group, is an important north-American manufacturer of transit buses. Our manufacturing processes, our marketing expertise and our human capital are the three driving forces behind the most innovative public transportation solutions on the road today.

Members of the Nova Bus team work with passion, energy, commitment and respect. Steer your career in the right direction and join our team!

Position: **Bid Administrator**

Brief Job Description:

- Analyse and summarize request for bids received;
- Identify main risks, make recommendations and submit to appropriate manager for approval depending on scope of bid.
- Request quotes from external and internal suppliers (warranties, manuals, training & shipping);
- Validate delivery and production dates;
- Prepare a data book which will serve to determine costs.
- Establish a timeline in order to respect bid due dates.
- Write up Requests For Approved Equivalents and/or special requests and conduct the required follow up;
- Forward the relevant documents to the different users and advise of changes which could have an impact;
- Write up bid content and gather all relevant documents to be added to the bid such as warranties, proposed training, drawings, etc.;
- Ensure the integrity and quality of the bid and forward to customer;
- Follow up to ensure bid was received by customer.

Requirements:

- Must be bilingual, fluency in English is a must;
- DEC or Bachelors degree in Business Administration;
- 2 years experience in bid administration or 5 years experience in business administration or in sales/marketing.

Knowledge & Skills:

- Effective communicator;
- Global vision and priority setting;
- Efficient time and project management skills;
- Analytical mind;
- Able to work under pressure and tight deadlines;
- Detail-oriented;
- Team player;
- Autonomous and resourceful;
- Microsoft Office Suite;
- Mechanical or electrical knowledge is an asset;
- Knowledge of the manufacturing environment would be an asset.

Interested applicants should send their résumé to ressources.humaines@volvo.com

Visit our web site at: www.novabus.com

Please note that in-house and external applications will be assessed at the same time.