



Corporate Head Office
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Advanced Inc. is a leading Audiovisual and Collaborative Communications company working with corporations, educational organizations, government agencies and healthcare facilities throughout Canada and beyond. Dedicated to innovation in technology and services, Advanced has a strong set of businesses aligned to meet today's needs.

The company offers audiovisual and videoconferencing solutions in addition to complete integrated systems, rental and staging of high impact displays, repair and maintenance, value-added integration services including design and engineering, installation and audiovisual consulting.

Tender Support Specialist / Sales Administrator – Advanced Inc.

The Role

The Company seeks an individual with experience in the RFP, tender and proposal process to help support sales and marketing activities. The successful individual shall support all activities around tender management and shall be responsible for putting the various elements of the tender together in collaboration with the concerned stakeholders in compliance with company policies and procedures. The individual shall be responsible for coordinating the bid response process, developing and maintaining a knowledge base of 'standard' answers and templates, as well as identifying ways to improve the quality, consistency and efficiency of the bid response process.

Reporting directly to Vice President of Sales, key responsibilities include but are not limited to:

- Preparation of Tenders, Request for Proposals and other similar submissions
- Assist Account Managers with contract administration of successful tenders including consistent update of products, pricing and company obligations
- Monitor tender websites seeking out new business opportunities and coordinate company response from start to finish
- As a member of Internal Support Team, provide customer service and sales support as needed to both internal and external customers. This would include supporting external sales reps as needed to provide superior customer service and prompt order entry on a timely basis
- Accurate processing of customer orders/data entry including providing customers with estimated delivery dates, tracking information and proof of delivery.

The Candidate:

Applicants for this role must have the following:

- The ideal candidate will be self-motivated, organized and detail-oriented with the ability to research and prepare technical responses. Excellent writing skills are required.
- A minimum of two years experience with Contract / Tender process
- Previous experience with AV contracts and tenders will be considered a definite asset
- Solid working knowledge of Microsoft suite of products is required
- Demonstrated ability to take initiative and multi-task, able to meet strict deadlines and fluent in English & French is considered an asset.

We offer a compensation package commensurate with candidate's knowledge and productivity. Package is comprised of base salary plus performance bonus in addition to a company benefits plan.

Please email your resume to hr@advanced-inc.com