



**BUREAU
VERITAS**

JOB DESCRIPTION FORM

Job Title: CIF M&S SSC – Global Sales Replication Center - Assistant Manager.

(CIF – Commodities, Industry & Facilities division of Bureau Veritas; M&S – Marketing & Sales, SSC - Shared Service Center, GSRC – Global Sales Replication Center)

Entity: Bureau Veritas Industrial Services

Location: Mumbai

Reports to (job): Manager, M&S – CIF Global SSC

➤ **Purpose of Position**

- Key objectives of SSC are to support global operations (reports integrity review, process monitoring, data integrity, global back-office), mutualize / offshore countries back offices, industrialize BL missions
- Global Sales Replication Center, within Marketing and Sales SSC has been set-up, to support central business lines and network business development teams in responding to large / important international bids;
- This department will create and maintain repository of information and documents, and then contribute to the preparation of responses to bids.
- This department creates and maintains a repository of Marketing & Sales information and documents.
- CIF GSRC Manager is responsible for providing support to the CIF Marketing & Sales team.

➤ **Target scope**

Commodities, Industry and Facilities Marketing & Sales team, globally.

- Creating, contributing and maintaining information and documents to be used for responses to bid (pre-qualifications documents, CVs, references, BV assets and methodologies, projects organizations) and
- Other relevant support desired for business purposes.

➤ **Major Responsibility**

Assist the Head Office in Paris

- To build a strong best practice support function on sales management support for the network.
- Enhance the existing global proposal support: proposal management, reference database, technical documentation.
- To create the common proposal templates basis typical market, like Oil & Gas, Industry, Construction, etc...

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JD Approved by : Avinash Sankhe

Business Line: CIF

JD Approval Date : 20th May. 2019

Prepared by: Ravi Verma

Reference : M&S-GSRC

Ref. Code/Rev GSRC/May 2019/R.0

Lead the local team for specific deliverables

- To be the focal point of contact for providing support on documentation for bids.
- Support the BV network in daily sales operations (Proposal / Quotation documentation, proposal preparation, customer meeting preparation etc)
- Maintain and further develop the reference data base + all associated documentation
- Build a technical proposal template library
- Requirement gathering and ensure GSRC responses / inputs are provided as per requirements, are delivered in timely manner
- Tracking request time-line/KPI as per bid submission requirements and monitor delivery.

Criteria for Performance Evaluation (KPIs)

- **Direct Objectives**
 - Compliance with defined processes, and specific bid requirements
 - Result oriented and deployable ideas to help M&S Network enhance visibility and sales
 - Market specific approach to produce win results.
 - Time to respond as per SLA with most accurate bid data
 - Quality of delivery
 - Optimization of Team efforts
- **Indirect Objectives (contribution)**
 - Improvements in bid performance (time to respond, quality)
 - Contribution in Bid win-rate of supported requests.
 - Identifying opportunities to increase the scope of GSRC support.

➤ Qualification and Experience

- Engineering graduate / Commercial (Master level) / MBA will be an advantage.
- At least 8 -10 years related industry experience,
 - out of which around 4-5 years of experience in direct marketing and sales function, managing large national, multinational clients and
 - around 4-5 years of experience in pre-sales / tender / bidding processes, servicing international customers.
- Strong affinity to sales management processes and procedures
- Experience in industrialized back-office processes (experience with enterprise tools would be a strong plus)
- Build product and process knowledge through on the job learning, working with functional teams and building knowledge repository
- Experience of working in Testing, Inspection & Certification Industry is a plus

➤ Skills & Qualities:

- Ability to manage team
- Autonomy, self-direction, Independent working and confidence
- Ability to cope with extremely different cultures
- Ability to write comprehensive and well written proposal with attention to detail and accuracy
- Ability to create high quality and world class documents
- Ability to read and summarize the expectations
- Skills to collaborate with global/regional/local colleagues as part of a physical or virtual team
- Ability to communicate / make rapport with stakeholders / deal with senior executives
- Be committed to championing best practice, lean approach, and positively supporting business changes through new concepts
- Good working knowledge on CMS, data mining , CRM tools etc
- Deep thoroughness and rigor

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