



JOB TITLE: Commercial Sales Bid Analyst – Commercial Group

Full Time, Salaried

GENERAL STATEMENT OF DUTIES:

The Commercial Sales Bid Analyst will be responsible for analyzing requests for proposals (RFPs) and creating accurate cost estimates for potential projects. This position will work closely with the commercial team, project managers, and other key stakeholders to estimate the cost of projects, including liquified natural gas (LNG), equipment, labor, and other expenses associated with the project which will be used in the development of proposals and project forecast models. The successful candidate will have experience in LNG, industrial gas, and/or oil & gas proposal/project estimating, strong attention to detail and extensive analytical skills. The candidate must be able to work independently and manage their workload effectively.

SUPERVISOR: VP Commercial | **DEPARTMENT:** Commercial Group (Sales & Marketing)

LOCATION: Corporate Office in Houston, TX

PRIMARY DUTIES AND RESPONSIBILITIES:

Stabilis Solutions retains the right to modify or change the duties or essential functions of the job at any time.

- Analyze RFPs and specifications to determine project scope, LNG, equipment, and labor requirements to develop cost estimates for proposed projects.
- Prepare accurate cost estimates for LNG, equipment, and labor requirements using in-house estimating tool set.
- Collaborate with the commercial and project team to develop proposal pricing that meets customer requirements and internal operating margin goals while remaining competitive in the market.
- Work with commercial and project team to help identify and analyze potential project pricing risks and develop strategies to mitigate those risks.
- Participate in internal pre-bid meetings and collaborate with sales and project team to understand project requirements, expectations, and develop accurate estimates.
- Prepare and submit proposal estimates within designated timelines to meet bid submittal requirements.
- Review and analyze awarded projects to ensure profitability and identify areas for improvement. Apply results of this analysis to future proposal estimates.
- Coordinate with other departments to ensure accurate and timely handoff of estimate data.
- Conduct research to identify market trends, pricing, and competitive factors to improve cost estimates and bid pricing.
- Develop and maintain a cost database for use in future analysis and proposal estimating activities.

QUALIFICATIONS:

- Bachelor's degree in business, finance, accounting, engineering, or related field
- 3+ years of experience as a business analyst, proposal estimating or a related function in LNG, industrial gas, or the oil & gas industry
- Strong problem-solving and analytical skills
- Bilingual (English & Spanish) verbal and written proficiency is preferred
- Ability to effectively manage multiple projects and meet strict deadlines
- Ability to work independently and collaboratively with internal stakeholders across all levels within the Company, supporting team and company goals
- Demonstrated self-starter and effectively uses time management skills
- Excellent interpersonal and communication skills, both written and spoken, and the ability to discuss technical and commercial topics
- Strong attention to detail and organizational skills
- Proficiency with Microsoft Office Suite, including Excel, PowerPoint, financial modeling and cost estimating software, and other related tools
- Applicants must be legally authorized for employment in the United States without need for current or future employer-sponsored work authorization
- Willingness to travel as required

WORKING ENVIRONMENT:

- Stabilis is a fast-paced and growing work environment where employees are encouraged to be self-starters.
- Office equipment will be used including copy machines, telephones, keyboards, and computers. Skills and activities require fine motor dexterity, good vision, good hearing, and clear speaking.
- Non-smoking and drug free workplace.

DRUG-FREE WORKPLACE STATEMENT:

Stabilis is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws. Our values promote employee participation in the delivery of quality services to our clients and customers. Employees are subject to pre-employment and random drug screens. Medical evaluations may also be required.

EQUITY IN THE WORKPLACE:

Stabilis celebrates diversity in the workforce. We welcome applicants of all ages, ethnicities, genders, sexual orientations, and religions.

WORK SCHEDULE:

This position is a full-time salaried position located in the Houston corporate office. Travel may be necessary as required by the business.

Created: June 2023