

Administrator - Proposals

Date Posted: 17 August 2026

Location: Midrand

Closing Date: 20 August 2026

Key Responsibilities:

- ^ Review RFQs to determine submission requirements.
- ^ Allocate tender numbers, create folders, and ensure all relevant information is saved.
- ^ Assist in preparing proposal submissions to customers.
- ^ Perform editing and formatting of tender documentation.
- ^ Support the submission process by managing timelines.
- ^ Collect and capture data.
- ^ Update reports and workload trackers.
- ^ Perform ad-hoc duties as assigned by departmental leadership.

Requirements and Qualifications:

- ^ Diploma/Certificate in Secretarial Studies or related field.
- ^ Occasional overtime will be required to meet deadlines.
- ^ 2-4 years of experience in a similar role.
- ^ Proven understanding of RFQ documentation and tender compliance procedures.

Technical Skills:

- ^ Microsoft Word (Advanced)
- ^ Microsoft PowerPoint (Intermediate)
- ^ Microsoft Excel (Intermediate)
- ^ Adobe/Foxit PDF (Intermediate)

Soft Skills:

- ^ Computer literacy
- ^ Ability to multitask and meet deadlines in a fast-paced environment
- ^ Strong attention to detail

To apply please forward your CV to work@arex.com

Company Information

At Aurex we value the dynamic element of diversity and embrace the different perspectives everyone brings to the business. We appreciate the authenticity that each individual contributes as we create an inclusive working environment where everyone brings their whole selves to work every day. As we strive to be an employer of choice, we ensure that our employees are fairly treated. We promote physical and mental health for everyone. At Aurex, our people matter.

In terms of our Employment Equity policy, preference will be given to applicants who are disabled or from a previously disadvantaged background. If you have not heard from us within 30 days of your application, please regard your application as having been unsuccessful.

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