



 Gaeltec Utilities

 #JOB-2430716

GAEYTEC UTILITIES, IDA Purcellsinch

 Business Park, Dublin Rd, Kilkenny, Co.

Kilkenny, R95 A8PY

 No of positions : 1

 Paid Position

 39 hours per week

 To be Confirmed

 26/01/2026

 23/02/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : recruitment.ie@gaeltecutilities.com



Open your camera  
app & point here  
to view this ad  
online



## Bid Coordinator

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Position: Bid Coordinator

Location: Kilkenny

Contract: Fixed Term - Full time

Salary: DOE, paid Monthly

Are you ready to be a vital part of a dynamic and innovative utilities service company? As a leading company in the Energy and Telecoms Industries, Gaeltec Utilities is driven by a collective vision: creating a cleaner, brighter living for our future. Our journey is one of continuous growth and success, we are seeking a candidate who possess a high level of commitment and passion for their role within the company.

In return we offer a good working environment, competitive compensation package, progression opportunities, Employee Assistance Programme, personal development and Cycle to Work Scheme.

### Overview of role:

The Bid Coordinator will be responsible to, prepare, complete, submit and manage technical and commercial proposals related with the area and follow all process until the decision is made by the client, to achieve both market competitiveness and favourable deals for the company.

### Key Responsibilities:

Follow up with the clients and the related platforms to obtain the Request for Proposals (RFP) and other relevant information.

Organize and analyse all documents related with the RFP to have a clear view of all specifications and requests. If needed, request clarifications to the client and make site visits to have a good knowledge of the client specifications and requests.

Elaborate or obtain all information for the RFP (internally and externally) for the different activities and supplies needed to prepare the client technical and commercial proposal, namely technical information prices and delivery times.

Considering the client request, the company constraints, all obtained information and best practices, prepare the proposal price, technical and commercial information.

- Identify potential risks in the proposals and related contract agreements with the clients. Contribute information and participate in the risk review assessment.
- Prepare all information to validate internally the proposal.
- Submit via platforms or other acceptable way the proposal to the client.
- Follow up the proposal and respond to any clarification or request for additional information by the client during the client proposal evaluation stage.
- Prepare support or negotiate the contract with the client.

#### Essential Skills & Knowledge Requirements:

- Degree in Electrical Engineering or any other Engineering degree in relevant area
- Technical background, preferably within substation engineering, with 5 years of experience in a similar role (engineering or sales).
- Contract negotiation or execution.
- Experience in the elaboration of technical and commercial proposals.
- Ability to plan, multi-task and manage time effectively.
- Excellent communication skills.
- Proficient in the use of Microsoft Office.
- Full drivers licence.

For more information on the Gaeltec team, please visit our website [www.gaeltecutilities.com](http://www.gaeltecutilities.com)

- **Sector:** electricity, gas, steam and air conditioning supply

#### Career Level

- Experienced [Non-Managerial]