

**Job Title:** IT Contracts / Tender / Quotations Administrator

**Core Responsibilities:** Preparation of IT Tenders, Quotations and Contracts for the Public-Sector Market

**Location:** Harlow

**Job Description:** We are looking for a member of the Public-Sector team within our IT Solutions Company.

It will be beneficial if you have experience in the preparation in the preparation in IT tenders and quotations using standard Office automation products.

The role also includes the routine interrogation of public sector websites and portals to identify IT opportunities for the Companies sales team.

The ideal candidate will need to be an enthusiastic, self-motivated and an ambitious individual who enjoys working with the latest technologies.

To apply for the above role, please email your CV to [Anita.upton@akhter.co.uk](mailto:Anita.upton@akhter.co.uk)