

Position	SOP Specialist		
Position Type	Contract For Services (1 Month)		
Company	Cradle Fund Sdn Bhd		
Department	Ecosystem Development	Unit	GLC Innovation Acceleration 2025
Reports to	Senior Vice President, Ecosystem Development		

Summary of Role

SOP specialist is responsible for streamlining and optimizing internal procurement processes. This involves creating and managing procurement documents like RFIs and RFPs, developing new processes and SOPs, and evaluating vendor proposals. The role requires strong analytical, communication, and project management skills to ensure efficient and compliant procurement.

Job Description & Responsibilities

Proposal Development:

- Researching and analyzing RFPs
- Developing compelling proposals
- Writing clear and concise content
- Collaborating with subject matter experts

Process Management:

- Managing internal processes and workflows
- Ensuring timely completion of tasks
- Tracking project timelines and milestones

Deliverables:

- Document Preparation: Drafting and finalizing Request for Information (RFI) and Request for Proposal (RFP) documents.
- Process Development: Creating and implementing new processes and Standard Operating Procedures (SOPs) to improve efficiency and compliance.
- Evaluation Criteria Development: Defining technical and commercial evaluation criteria to assess vendor proposals.

<p>Qualifications & Experience</p>	<p>Qualification Bachelor’s degree in Business admin, Economics, Law, etc or a related field.</p> <p>Experience Minimum 3 – 5 years working in government agencies</p>	
<p>Skills & Competencies</p>	<p>Core</p> <ul style="list-style-type: none"> • Strong Writing and Communication Skills: The ability to articulate complex ideas clearly and concisely, both verbally and in writing. • Attention to Detail: Meticulous attention to detail to ensure accuracy and completeness in proposals and documentation. • Project Management Skills: The ability to manage multiple projects simultaneously, prioritize tasks, and meet deadlines. • Problem-Solving Skills: The ability to identify and resolve issues effectively. • Adaptability: The ability to adapt to changing priorities and deadlines. 	<p>Technical</p> <ul style="list-style-type: none"> • Proposal Writing: Experience in writing compelling proposals that meet client requirements. • RFP Analysis: The ability to analyze RFPs to identify key requirements and develop winning proposals. • Strong visualization skills to create concise and clear pitches and proposals for BOD approval • MS Office Suite Proficiency: Proficiency in Word, Excel, PowerPoint, and other relevant software.