4138 6743 Tender Specialist - PageGroup SSC - Great opportunity to join an international company|Advanced level of Spanish and English needed   
  
Firmenprofil  
PageGroup was established in the UK in 1976. We're now a FTSE 250 organization with operations in 36 countries, providing recruitment services and career opportunities at a local regional and global level.  
  
In Barcelona, our Shared Services Centre regroups positions to support our operations in Europe and globally.  
  
Find out more here: https://www.pagepersonnel.es/clientprofile/pagegroup-shared-services-centre  
  
Aufgabengebiet  
Tender project management  
  
-Coordinate technical and administrative parts of RfP`s / tenders and biddings  
-First point of contact for screening of new requests  
-Ensuring complete and timely delivery of project proposals  
-Provide analyses and information on respective client relationship  
-Collaboration with European Tender Teams and national stakeholders  
PSA management  
  
-Support the business in the preparation of national and international PSA  
-Ensure documentation and contracts/proposals are in line with group compliance and strategy  
-Review terms in cooperation with team and legal departments  
-Support in the risk assessment of existing PSA  
Business support & admin  
  
-Ensure CRM and project trackings are up to date with newest data  
-Strong collaboration with national and international Key Account Management  
-Assist in maximizing tender business opportunities  
-Follow up of ongoing requests  
-Monitoring PSA performance  
-Participation in other special projects  
  
Anforderungsprofil  
  
-Fluent English & Spanish speaker, Portuguese would be a plus  
-Degree in Business Administration, Economics, Business&Law or equivalent experience  
-Excellent organizational skills  
-Good attention to detail  
-Effective time management skills, ability to focus in a fast-paced environment  
-Strong interest in working with contracts and proposals combined with a solution-oriented business mindset  
-Demonstrates the ability to effectively utilize CRM (Salesforce)  
-Good knowledge of MS Office  
-Strong team player who enjoys working together with a positive attitude  
-Maintains a strong service ethic, by demonstrating a positive approach towards the needs of the business  
  
Vergütungspaket  
Working in a dynamic and multicultural environment (more than 40 nationalities and languages spoken)  
  
Career development opportunities  
  
Competitive salary based on skills and experience  
  
Company health insurance/life insurance project manager None 2023-03-07 15:59:02.359000