

Location: Chalandri, Athens

Type of appointment: Full time

About the company:

EXELIA develops and deploys innovative solutions for research, for interregional policy cooperation, and for training. The company launches and coordinates EU-funded project proposals, conducts analysis work developing innovative services for its clients and partners. Technical innovation and policy transfer are essential parameters of the company's services. EXELIA coordinates and/or implements management and technical work as project leader or partner in Interreg, Horizon Europe and Erasmus+ EU projects.

EXELIA seeks to recruit one (1) full-time, in-house expert on public procurement processes supporting the development, implementation and oversight of procurement activities ensuring compliance with relevant regulations.

Position description:

The position's responsibilities involve drafting reports and/or project proposals. The retained candidate should be capable to co-draft bids, offers, etc. Day-to-day activities include a combination of the following items:

- Contribute to the preparation of bids and tenders regarding the sales of consulting services.
- Contribute to the study, understanding and analysis of procurement documentation, rules and processes assisting the company bidding team.
- Undertake the company-internal allocation of work in the preparation of bids and tenders.
- Analyse (or contribute to the analysis of) public procurement rules, requirements and specifications to shape company bids and tenders.

- Assess evaluation and award criteria and processes of procurement procedures to provide guidance in fine-tuning the preparation of a company bid.
- Collect and compile both administrative and content evidence required in the preparation of the company bids and tenders.
- Assure the quality, pertinence and fit-for-purpose of the bids under preparation.
- Collaborate and coordinate with the company drafters, the marketing team and the company management.

Candidate prerequisites:

- Very good organisational skills.
- Strong attention to detail.
- Ability to improve understanding and familiarity of the services offered.
- Foresight, proactiveness and initiative.
- Proven negotiation skills (for hirings at more senior level) or interest to improve such competences.
- Excellent writing skills in English.

Offered:

- Permanent, full-time position.
- Competitive salary and benefits package.
- Opportunity to work with a very competent, innovative team within the consulting industry.
- Room for growth and advancement within the organization.
- Opportunity to work with cutting-edge organisations and companies from across Europe.

If you are interested, please send your CV and cover letter by quoting the vacancy code to: jobs@exelia.gr

Please note that only shortlisted candidates will be contacted.