

Location: Chalandri, Athens

Job type: Permanent, full-time position

PROMEA is a strategic partner for EU public administrations, knowledge organisations, economic actors, and civil society stakeholders. Our key focus areas of work include policy adaptation to climate change, innovation, transformative investment policies, competitiveness, inclusion, environmental awareness, and vocational training on climate crisis policies. PROMEA conceives, develops and coordinates the implementation of European projects to address these challenges, linking knowledge, policy, training and business organisation.

Job description:

The position's responsibilities involve administration of **public procurement processes** supporting the development, implementation and oversight of procurement activities (bids, offers) while ensuring compliance with relevant regulations and rules.

Day-to-day tasks include:

- 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.
- Study (or contribute to) to the shaping of 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 profile:

- University degree and post-graduate studies in relevant scientific, technical, or other related fields.
- Proficiency in English.
- **At least 2 years of proven work experience in relevant service industries.**
- Very good organisational skills with strong attention to detail.
- Foresight, proactiveness and initiative.
- Proven negotiation skills (for hirings at more senior level) or interest to improve such competences.
- Ability to understand and synthesise large amounts of complex information under short deadlines.

Offered:

- Salary range: 1,100-1,900 €
Individual salary offers will be made based on each candidate's background, skills, and relevant experience.
- Substantial learning, personal and professional growth.
- Career development opportunities and growth within the organisation.
- Opportunity to work with (and learn from) experienced senior colleagues and cutting-edge knowledge organisations and businesses from across Europe.

The position requires residence in Athens and the selection process takes place only in person in Athens.

Did we spark your interest? More information on our projects?

Take a look at our website: <http://www.promea.gr> and send us your motivation letter and CV: jobs@promea.gr

Please note that only shortlisted candidates will be contacted.