



We are currently looking to fill the following position in Friedrichshafen:

Junior Bid Manager (m/f/d)

Responsibilities:

- Coordination, tracking and control of general bid activities
- Planning and organization of the bid process in collaboration with the Offer Manager /Sales department / Engineering departments
- Organization of proposals, editing and finalization of the proposal documents and, if necessary, leading the proposal team
- Preparation of cost estimates in cooperation with the Offer Manager / Engineering department
- Acquiring the necessary supporting documentation, certificates and notarizations

Requirements:

- Degree in computer science, engineering, industrial engineering, business administration or similar; alternatively comparable education at an air traffic control authority
- Minimum 2 years experience in project team work with good communication skills
- Good writing skills and very good knowledge of MS Office (in particular Word, Excel)
- Technical understanding with the ability to comprehend and present complex technical concepts
- Structured and organized approach to work with a high self-motivation
- Excellent written and spoken English (English native speaker would be of advantage)
- Good written and spoken German is a plus

We offer:

- Flexible Hours and mobile working
- Personalized career advancement, training and development
- Work in intercultural Teams
- Possibility to lease a bike - Jobrad
- Employment in the Lake Constance "Four-country-region" (Germany, Switzerland, Austria, Liechtenstein) with countless leisure and recreation possibilities

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Have we aroused your interest? Then we look forward to receiving your applications to:

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