



MYTILINEOS, a leading industrial company with a strong international presence in four Business Units, Metallurgy, Sustainable Engineering Solutions, Power & Gas and International Renewables & Storage Development is currently seeking to hire a **Proposals Manager** for the Sustainable Engineering Solutions Business Unit.

Proposals Manager

(Reference Code: PM 1120)

Key responsibilities:

- Is responsible for developing, coordinating and executing proposals, related but not limited to ESCO projects including all activities related to the preparation and submission of proposals for public/private tenders, management and coordination of internal resources and business partners, follow-up activities from proposal submission date up to contract award date and reporting directly to Sales Manager
- Assesses and evaluates the technical parts of proposals
- Collaborates with business development/sales teams for purposes alignment and liaises with engineering teams to fulfill tender requirements for timely submission of proposals/offers
- Collaborates with shared services resources (legal, finance, treasury etc.) during offer preparation
- Closely collaborates with partners' proposal team for joint submission
- Ensures compliance with bid guidelines and timelines
- Monitors tenders' progress and reports to senior management

Requirements:

- Bachelor's degree in Engineering (preferably Electrical engineering)
- 5+ years' experience in project development and proposals preparation roles (preferably in energy efficiency projects for street lighting and building, smart cities applications)
- Experience with Greek public sector's tender and project management processes
- Fluency in English is essential
- Very good knowledge of MS Office
- Strong communication and interpersonal skills
- Attention to detail
- Strong time management skills

Interested parties are kindly requested to submit their curriculum vitae via the following link, no later than 15/12/2020:

<http://www.mytilineos.gr/en-us/cv/submission-form>