

Tender Specialist

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Company: Biocartis

Location: Belgium

Category: other-general

Share Publication date 3 April 2024 Location Mechelen, Belgium (hybrid) or Italy (remote)
Country Belgium Workplace type Hybrid Department Customer service & technical support
Function type Full-time Contract type Employee

Tender Specialist

The purpose of this position is to ensure that the execution of the activities related to tenders and contracts with public and private entities in various European countries are in compliance with the law and with the procedures of Biocartis.

Accountabilities

- Work in strict connection with the Biocartis sales team;
- Be the reference point for any requests coming from sales relating to tender preparation;
- Take the control and responsibility of assessing and answering public and private tenders including the management of timelines from tenders notice until tender submission;
- Assessment of the opportunity to participate in the tenders by verifying all the administrative, technical and economic requirements;
- Lead the kick off meeting with sales, marketing and other internal departments if required, to define deadlines and specific requirements of the tender;
- Use, when required, the electronic platforms needed for participation in the tender (e.g. MEPA);
- Coordinate the whole process of collecting and preparing tender documentation;
- Evaluate tender documents and questions in order to request support from different internal departments of the company such as but not limited to sales force, finance, legal, etc.;

- Monitor tender progression and deadlines;
- Coordinate and obtain the required economic approvals and technical documentation;
- Perform the final checks in order to ensure the 100% quality of the documentation submitted to the customer;
- Manage post award processes respecting timelines;
- Respect procedures related to tender and post award processes;
- Clearly document and communicate with company owners all terms and financial aspects of a tender contract;
- Contribute to Biocartis' pricing and contracting strategy;
- Prepare tender status reports and expected timelines on a regular basis and when requested;
- Build a professional comprehensive database with customer facing documents;
- Maintain tender files and arrange their archiving upon tender completion.
- Establish a tender contract management system.
- Document step-by-step procedures and checklists by country.
- Update and maintain tender opportunities in our CRM tool.
- Remain up to date in all topics related with Biocartis' products and services.
- Be able to present and discuss the technology and clinical benefits that are relevant to customers.

Profile Requirements

Education: Academic degree (minimum Bachelor level) is preferred or equivalent through experience and/or training.

Experience : Similar proven tender experience, A first professional experience in a commercial international organization is a plus.

Applied knowledge of the tender process;

Applied knowledge of procurement regulations; understanding of the sales process and buying cycle.

Self-starter, Experience in working independently with little direct supervision;

Good interpersonal skills combined with the ability to make an impact;

Good telephone manner and tone, with excellent listening and questioning communication skills

Applied knowledge of MS Office (especially Excel, PowerPoint, Word, Outlook)

E-tendering platform knowledge (mainly for Italy)

Knowledge of:

Tender signing regulations

CE IVD regulations

GDPR

European public procurement regulation and local procurement regulation (Italy mainly).

Language skills :

Good English communication skills, both verbal and written.

Excellent command of Italian (native speaker level), both in writing and orally.

French is an asset.

Interested to join a value driven organisation ?

We offer you a challenging job in an exciting environment, working for top entrepreneurs in the biotech industry. You can be part of a very dynamic, young and growing team in a highly innovative environment.

You will have freedom to shape your work and shape your job. Your input is highly appreciated.

Of course we offer you a fitting compensation package which includes flexibility due to our hybrid work regime for Belgium and remote for Italy.

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