

GEOxyz – Tender Manager

In search of a Tender Manager

Day to day managing of the tender department (9 tender engineers, 2 tender administrators), supporting tender team with the preparation of tenders, supporting management reviews and clarification meetings, overview and management of the tender team.

Your responsibilities:

- Managing, planning and leading the Tender Department, with a clear objective of maximizing the tender success rate.
- Oversee all tendering activities and opportunity allocation.
- Manage the sales and tender pipeline.
- Ensure compliance with tender processes, risk management and strategic objectives.
- Coordinate the preparation and submission of bids and proposals.
- Maintain tender tools, templates, costing models and registers.
- Provide technical and commercial support throughout the tender lifecycle.
- Coordinate input from internal departments and subcontractors.
- Monitor and report tender performance, KPIs, and lessons learned.
- Drive continuous improvement of tender processes and departmental efficiency.
- Develop, coach, and manage team members.
- Support commercial teams with market-specific tender strategies and documentation.
- Maintain the tender library and qualification databases.
- Ensure compliance with HSE, quality standards and the Integrated Management System.

What do we expect from you?

Hard Skills

- Fluent English (written and spoken); additional languages are an asset.
- Strong numerical and analytical skills.
- Effective communicator across all organizational levels.
- Able to work independently and collaboratively.
- Proactive, flexible and results-oriented.

Soft Skills

- Proficient in MS Office and CRM systems.
- Strong time management and organizational skills.

- Excellent communication and attention to detail.
- Team-oriented mindset.

What do we offer you?

- A challenging role within a fast-growing international environment.
- Working in an international company.
- A positive and pleasant work atmosphere in a young, dynamic team.
- Opportunities for active career growth within our organization.

<http://www.GEOxyz.eu>