

Job Vacancy Description:

Bid Manager

Reference: 24/20

1. Who we are

Trama TecnoAmbiental (TTA), with headquarters in Barcelona (Spain), is an international **engineering and consulting** firm in business since 1986 in the field of **renewable energies** and specialized in distributed generation and energy access for development. TTA's multidisciplinary team has comprehensive experience at both technical and management levels and has been exposed to many international projects all over the world.

TTA has been **pioneer** of **renewable energy-based** microgrids, 100% and/or hybrid, both in concept development, design, and engineering, as well as deployment and dissemination with a clear vision and an approach key to **sustainability and social responsibility**.

Further detailed information at: www.tta.com.es/en

2. Job description and Responsibilities

TTA is seeking a **Bid Manager** to join its Commercial Department. Under the supervision of the Head of Unit, the candidate will help in the development of proposals matching the Term of References, generally from International Tenders (World Bank, UN, EU). They will work with inputs from the Team Leaders, partners, and experts. The main objective will be to get realistic contracts. The nature of the projects will mainly be related to energy access and could be services or goods. This might concern the full range of cross-cutting engineering & consulting services mentioned above.

1. **Determine proposal concept** by identifying and clarifying needs, studying requests for proposal (RFPs), attending strategy meetings.
2. **Plan the activities to meet submission deadlines**. Identify sources of information, gathering, writing, reviewing information, entering and monitoring data and coordinating requirements with contributors.
3. **Write proposals** including objectives, outcomes, deliverables, etc.
4. **Coordinate submissions**: editing and printing.
5. **Evaluate and re-design** processes to improve the proposals' commercial rate of success.

3. Profile

The ideal candidate for this position **will have** the following competences:

1. **Educational Background**: A Master's degree in a relevant field.
2. **Previous Work Experience**: At least 3-5 years of relevant experience.
3. **Languages**: Fluency in English and Spanish is required.
4. **Computer Skills**. Proficiency with Microsoft Office tools and Google Drive tools.

It **would be desirable** for the candidate to have the following aptitudes:

1. **Previous Work Experience.** Additional experience in the renewable sector.
2. **Interests.** Passionate about sustainable energy and rural electrification.
3. **Languages:** Fluency in French is highly desirable.
4. **Other Skills:**
 - Ability to work with minimum supervision and multiple tasks simultaneously.
 - Analytical skills in implementing of processes.
 - Methodical and well-organized.
 - Ability to think creatively and learn quickly.
 - Cross-cultural communication and interpersonal skills.

4. Conditions

- **Salary and benefits:** TTA offers a multicultural, friendly working environment with **remote work** possibilities, **flexible working hours**, teamwork, and constant learning. Salary to be defined depending on candidate's qualifications.
- **Time schedule** can be **discussed and arranged** according to the candidate's needs.
- **Starting date:** First quarter 2025.
- **Location:** Barcelona (Spain). Remote work can be considered.

Interested? → Please click on the following link to upload your CV and fill-in the form: <https://goo.gl/forms/i05SOg847G7bsybE3>

Only shortlisted candidates will be contacted.