

Tendering Engineer

Sirecled Intelligent Lighting systems, based in Kryoneri, Attika in the contexts of its development is now hiring for a **Tendering Engineer** who will enhance the Tendering Department via active participation to the company's bidding activity in the public and private sector. The right candidate should be able to:

Responsibilities

- Deliver Technical / Engineering proposals / Tenders for all assigned Tenders.
- Review Tender Documents which includes Design Documents, Drawings, Studies Specifications, Data Sheets, Calculations etc.
- Prepare Technical submittals as per Bid / Tender requirements which includes methods, plans, organization, specialized technical statements, commissioning plants etc.
- Prepare / raise pre-tender queries etc and coordinate with Department Director / client for clarification.
- Develop alternative technical proposals and strategies to ensure the bid success.
- Involve in all post tender activities till contract award including attendance on meeting with clients, clarification of post tender queries, techno commercial negotiation etc.

Qualifications

- Strong communication skills, excellent organizational and problem-solving skills
- Able to meet deadlines, flexible to changing requirements.
- Bachelor's degree preferably in Electrical/Mechanical Engineering
- 1-2 years' of experience required
- Excellent computer skills
- Excellent use of the English language
- Driving License

Candidate Benefits:

- Competitive salary
- Mobile phone and laptop
- Friendly work environment