

CAREERS IN SOFMEDICA

Our team is growing and we are looking for a highly motivated person to join our team. This position is an excellent opportunity for those who wish to deepen their professional knowledge and make an extra step in professional career.

Public and EU Tender Specialist, Romania

Candidate Requirements

- Degree in business, economics or Engineering or any other field related to the position;
- At least 2-3 years of similar experience; previous experience in the healthcare industry is an advantage;
- Very organized with high attention to detail;
- Ability to quickly identify and prioritize issues, create solutions and meet deadlines;
- Ability to manage competing priorities in a results-driven environment;
- Proficient in use of Microsoft office with speed and accuracy;
- Strong work ethic;
- Ability to communicate in an effective, polite, and tactful manner;
- Fluent English.

Must-have Skills

- Market and legal framework awareness (as the market and tender legislation constantly evolves, the ideal candidate needs to proactively stay up-to-date of all the changes);
- Driven (must be 100% reliable in following up on all of their tasks, plus tracking the progress and demanding high quality work from other team members).

Responsibilities

- Monitoring the publication of the tenders and identifying tender opportunities in SEAP according to the business portfolio;
- Informing the sales team/BG Managers about the published tenders;
- Keeping up to date the database with the ongoing tenders and submissions/deadlines information or other details related;
- Ensuring the sales team is kept up to date with all relevant information, including clarification requests or any updates in the tender process/documentation;
- Preparing the standard tender templates and documents;
- Monitoring the tender submission process for formatting, completeness, consistency and compliance;
- Managing the product catalog on SEAP and assisting the sales team in the acquisition process;
- Preparing the contracts for the signing process, keeping up to date the database with the ongoing contracts/frame agreements.

Terms

This is a full time position. SofMedica Group is an equal opportunity employer committed to workforce diversity

The Offer

- Opportunity to work in one of the most innovative healthcare company in Eastern Europe, with high standards in our work environment and ethics;
- Opportunity to work in a dynamic and fast-evolving market;
- Opportunities for training and professional development;
- Our Company is offering a competitive compensation and benefits package.

