

Bid Writer

Role and responsibilities

We are looking for a Bid Writer to join our Tender Office. The candidate will be part of a multidisciplinary team and will help identify, manage, write, and win contracts from the European Commission, the International Financial Institutions and Private Sectors.

The role will be to support the Tender Office to build our portfolio of programmes across Europe and emerging markets through identifying new business opportunities and developing winning bids and proposals, with specific focus on environmental sustainability and circular economy initiatives.

The candidate will directly report to the Tender Office Manager, in close relationship with the company management.

Areas of responsibilities will include:

- Tracking online funding opportunities and tenders, exploiting dedicated online platforms, and networking events, basing on company business development strategies and guidelines;
- Screening tender requirements on selective relevant opportunities, reviewing, and extracting key information;
- Maintaining company database of new and forecasted opportunities and stage of activity underway with proposals;
- Monitoring forecasted opportunities and attending Early Market Engagement meetings and events;
- Preparing and submitting proposals (expressions of interest, concept notes and tenders) and budgets in cooperation with the business areas teams as well as external partners;
- Compiling company project experience credentials documents, formatted CVs and capability statements, references, certificates etc for bids;
- Liaising with external partners – obtaining CVs, fee rates and information on their availability, keeping them informed of project status, obtaining required documentation and in cases where they are leading the bid, providing required documentation;
- Set up and maintain all credentials and compliance documents for use in proposals;

Requirements

- Minimum 3 years of prior relevant experience in international business development and tender offices;
- University degree, Master of Science in Economics and Engineering; other type of degrees will be evaluated in presence of relevant previous work track records;
- An attitude to working collaboratively and effectively with others in and across the team to accomplish goals;
- Other key personal attributes include drive, self-motivation, energy, and tenacity;
- Commitment to adhere to Stam's values, policies, and procedures;
- Excellent listening and presentation skills, in Italian and in English languages;
- Excellent verbal and written communications skills, in Italian and in English languages;
- Other EU languages are considered a plus (Spanish, French);
- Strong organizational and analytical skills with attention to detail;

- EU driving licence (category B);
- Willingness to travel in Italy and abroad (EU and not EU countries).

Other info:

Work Location: Stam Head office (Genoa)

Type of Contract: Full time

Why working in STAM

STAM is a fast-growing multidisciplinary engineering company, with a team of young talents involved in international projects alongside multinational companies, start-ups and SMEs in various fields and industrial sectors. The company has been involved in over 600 projects to date and has an ambitious development plan that requires the constant inclusion of brilliant and eager candidates / and to grow professionally within a dynamic and excellent company.

STAM is a reality that puts its talents at the centre and enhances their skills and ability to shape the growth of the company, promoting the contamination of disciplines, intrapreneurship, and meritocracy.

This is a very good opportunity to join Stam's team and to actively contribute to the development of the Tender Office, becoming part of a company that offers great possibilities to learn and grow. Talent development is a managerial principle at Stam, and we are committed to fostering the growth of our employees with full respect of gender balance.

The selection process

Please send your CV in English to Giorgia Eranio, g.eranio@stamtech.com, ref. **Bid Writer**, including a convincing cover letter, summing up your strengths and relevance to the job position at stake.

The received CVs will be evaluated and only the selected candidates will be contacted and invited to a job interview.

At the end of the selection process, a second interview with the company management will be set.