



JOB TITLE: BID Specialist

We are looking for a Bid Specialist to join our Tender Hub in our office in Genoa. The candidate will be part of a multidisciplinary team and will support the participation to tenders (from the European Commission, the International Funding Institutions, Banks and Private Sectors) and the registration to the customers' supplier registers. The candidate will directly report to the Head of R&D and Tender Hub.

ACTIVITIES

- Screening tender requirements on selective relevant opportunities, reviewing and extracting key information;
- Analyzing and preparing the administrative documentation required to participate to tenders;
- Supporting the preparation and submission of proposals (expressions of interest, concept notes and tenders);
- Compiling company project experience credentials documents, formatted CVs and capability statements, references, certificates etc for bids;
- Support the qualification process through the registration of the company on the customer supplier registries and related updates needed to keep the qualification active;
- Use of e-procurement platforms (e.g. MePA);
- Liaising with partners – obtaining CVs, hourly fee rates and information on their availability, keeping them informed of proposal or tender 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 to be used for proposals;
- Periodic updating of the documentation relating to the verification of the requirements for participation in tenders (Declarations of honour and compliance, tax certifications, specific declarations etc.);
- Preparation of requests of clarifications.

REQUIREMENTS

- Minimum 2 years of relevant experience in international business development and tender offices;
- University degree, Master of Science in Economics or 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, presentation, verbal and written skills, in Italian and in English languages; other EU languages are considered a plus (Spanish, French);
- Strong organizational and analytical skills with attention to details;

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

WHAT YOU GET

- *Possibility to influence from the beginning by working in AGILE and multidisciplinary teams;*
- *Constantly engage with the challenges of state-of-the-art and future technologies;*
- *Enhance your skills and build a career path of excellence.*

WORKING LANGUAGES: Italian and English.

WORKING LOCATION: 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 corporates, SMEs and start-ups in various fields and industrial sectors. The company has been involved in over 1000 projects to date and has an ambitious development plan that requires the constant inclusion of brilliant and eager candidates.

This is a very good opportunity to join STAM'S team and to actively contribute to the development of the R&D and Tender Hub, 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 recruitment@stamtech.com ref. to Job Title "Bid Specialist", 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.

The vacancy is intended for all candidates in compliance with D.Lgs. 198/2006.