



Bids & Tender Administrator - Latin American projects

Full Time, DEME HQ Zwijndrecht

Interested in becoming our new Bids & Tender Administrator, working for our Latin American projects?

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Your tasks



- you will take part in the acquisition process of DEME's Global marine and offshore projects ("tendering") in Latin America.
- You will play a key role in the administrative preparation of and submission of tender proposals to our clients.
- You will be allocated to one or several tender teams, and will report for each tender to the Tender Manager.
- You will be based at our headquarters in Zwijndrecht – Belgium
- Key activities in the tender process include:
 - Analyzing tender documentation received from potential clients.
 - Identifying of administrative requirements (legal, environmental, technical, etc. ...).
 - Checking of legal requirements in the respective countries (procedures for legalization of documents, etc.)
 - Acquiring of required documents from respective supporting departments and involved DEME entities.
 - Ensuring timely delivery of the documents.
 - Preparing of final offer for submission

Your profile



- You have a legal background.
- You are a strong analytical thinker.
- You can work independently and take initiative.
- You are fluent in English and Spanish (speaking, writing and reading). Proficiency in Portuguese is a plus.
- You have an eye for detail and order and enjoy being part of a team.
- You keep your work organized and planned, and can cope with strict deadlines.
- You master MS Office applications such as Excel, Word, Outlook, ...
- You have no objection to short trips abroad.
- You are stress resistant.

Our offer



- A working environment where no day is the same.
- A professional career path at one of Belgium's Top Employers.
- Contributing to challenging and breathtaking marine projects on a global scale.
- Opportunities to develop your career in a competitive multinational environment in Belgium, as well as abroad.
- Working in close cooperation with a team of bright and highly motivated colleagues.
- Top quality training opportunities.
- A competitive salary with extra-legal benefits.

DEME is a global solutions provider in a challenging and rapidly changing world. Our expertise and vast experience has been deployed over the centuries for dredging, environmental and marine engineering business solutions such as: port construction and improving maritime access

worldwide. We have been creating land for 150 years and will continue to do so in the future. Therefore we are looking for motivated candidates to reinforce our team.