



AAM CONSULTING

About AAM

With our proven track record of 2000+ successful projects AAM Management Information Consulting is the leading independent Hungarian consultancy firm, operating in 20 countries. We presently employ approximately 100 individuals. With over 20 years of professional experience, we provide comprehensive management and IT consulting services to a wide variety of long-term clients ranging from public administration through local SMEs to most major players in local and international private business.

INTERNATIONAL TENDER COORDINATOR

Main responsibilities

- Prepare EU and World Bank funded tender applications and proposals;
- Plan and execute business development supporting activities, both actions and continuous administration;
- Actively seek new business opportunities via tender websites;
- Continuous monitoring of the tender submission process such as format, timing, completeness;
- Provide domestic support to foreign projects and take domestic project manager responsibility to help foreign project managers, including ad-hoc travels to other countries;
- Coordination and administration of international partner network and databases;
- Organize events and meetings;
- Work in a team of approximately 10 colleagues



Requirements

- Excellent written & spoken English and Spanish (Portuguese knowledge is an advantage)
- BSc/MSc degree
- Excellent communication, team working and problem-solving skills
- Accuracy in work is essential
- Computer literacy
- Ability to work in a multi-lingual/multi-cultural environment
- 1-2 years working experience in related fields is an advantage

What we offer

- Continuous professional development
- Meaningful tasks and responsibility from day 1

- Working in an excellent corporate culture
- Challenging and dynamic working environment
- Possibility to eventually manage projects and/or supervise the work of the tenderer team