

Job Title: Tenders Assistant

Description

Salience is an established telecom management consulting and professional services organization, exclusively focused on the telecom and digital industry, with 4 worldwide offices, in North Macedonia, Middle East and Africa. We are looking for a Tenders Assistant, based in our office in Skopje to support and increase the productivity in the tender response process and also improve the efficiency of the operations processes for preparing proposals and bid responses.

Our next colleague at the position of **Tender Assistant** will be working closely with the Commercial Operations function in Salience and participate in the business development on a global level as well as to support the preparation of consultancy proposals and Salience's clients in the Middle East, Africa, and Europe.

Main responsibilities:

- Identification of new presales opportunities via various international tender portals and platforms
- Support the development of consultancy proposals and tenders (EOIs, RFIs, RFQs and RFPs) for new projects in telecom infrastructure, regulatory, tower infrastructure, subsea cables, digital assessment, digital transformation, and other telecom fields, for clients such as The World Bank, EBRD, telecom regulators, government ministries, telecom operators and investors in the Middle East, Africa, and Europe.
- Ensure the necessary inputs for the proposals are received on time
- Create company templates, presentations and sales brochures
- Support the recruitment function of key telecom experts
- Search and secure partner companies for different project opportunities
- Support other operational matters for improvement of the internal processes
- Have a flexible approach to work and travel; be able to manage time effectively and demonstrate high personal standards and attention to detail.

Requirements:

- At least 3 years of professional experience preferably in an international company
- Economics or technical graduate with good communications skills
- Ambitious, energetic, and proactive thinking person, eager to learn and grow in a dynamic international environment
- Strong organizational and time management skills, and ability to meet deadlines
- Comfortable presenting ideas and solutions
- Experienced with tools such as MS Word, Power Point and Excel
- Knowledge and/or experience in management consulting or the telecom industry is not essential but preferred.
- Willingness to learn and develop, expanding skillset to include project management and/or telecom technical skills.

Please send a CV detailing relevant experience including full contact details for immediate and confidential consideration to jobs@salienceconsulting.ae. Those with appropriate experience will be contacted.