



## Job Description – Tender Manager (DACH Market)

ELVE SA is a Greek company founded in 1971, listed on the Athens Stock Exchange (ELBE: ATH) since 1995 and based in northern Greece (Kavala).

ELVE's main activity is trading in uniforms, workwear and personal protective equipment (PPE), mainly through public tenders. ELVE SA is a supplier for several key leading institutions such as Deutsche Bahn AG, oil and electricity companies in Europe, Louvres Museum, the Greek and German army and police, etc.

As we are participating to more and more tenders on the DACH markets, we need more talents to assist us and help us grow on those markets.

### **We need someone to perform the following tasks:**

- Identification of tender opportunities
- Translation, listing & organization of all the necessary documents/certificates for tender application
- Translation of the product's technical specifications into English
- Monitoring tenders & orders deadlines
- Daily communication with buyer team, design team and sales team
- Communication with the client in German
- Coordination of various projects

### **Skills and qualification:**

- ✓ German on a native level and excellent proficiency in English, both written and spoken. Greek is a plus, but not mandatory
- ✓ Good command of the Microsoft Office Suite (Excel, word, etc.)
- ✓ A prior experience in textile or in the tender business would be appreciated, but is not required

### **Soft skills:**

- ✓ Ability to work in a team and strong sense of responsibility
- ✓ Good communication and organizational skills
- ✓ Critical thinker & detail-minded

### **We offer:**

- Possibility to work in a very fast-paced industry and to learn about technical textile & public tenders
- Potential growth opportunities
- Opportunity to work in a challenging and international environment
- Occasional travels

To apply, send your CV & cover letter at [info@elvesa.gr](mailto:info@elvesa.gr)