



U N I F O R M S

Job Description –PPE Tender Manager - Greek Market

ELVE SA – Headquarters: Agios Andreas, Nea Peramos, 64007, Kavala or remote in Greece

Introduction

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 in Europe, and we are expanding our operations to the Greek market.

As we are participating to more and more tenders related to personal protective equipment in Greece, we need more talents to assist us and help us grow on this industry.

We need someone to perform the following tasks:

- Identification of PPE tender opportunities
- Listing & organization of all the necessary documents/certificates for tender application
- Translation of the product's technical specifications into English in collaboration with clothing technologist team
- Monitoring tenders & orders deadlines
- Daily communication with the buying team & direct communications with the suppliers
- Communication with the client in Greek

Skills and qualifications:

- Greek on a native level and excellent proficiency in English, both written and spoken.
- One to a few years of experience in PPE/Workwear.
- Good understanding of various PPE technical requirements, testing methods, certifications, etc.
- Good command of the Microsoft Office Suite (Excel, word, etc.)

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

Join our team and help us expand our operations to the Greek market! Contact us at: info@elvesa.gr with "Application for PPE Tender Manager (Greece) – Your Name" as subject in the email.

ELVE SA

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