



Tipik ([www.tipik.eu](http://www.tipik.eu)) is a dynamic Brussels-based consultancy providing multi-disciplinary services to the EU institutions, national public authorities and other international organisations. Its communications branch is specialised in integrated communications services for the EU institutions. As public institutions purchase services through tendering procedure, we are looking for Proposal Managers to join Tipik Brussels office.

### **Role**

The Proposal Manager must be a leader who drives and controls a proposal effort, effectively owning the entire proposal lifecycle from planning to contract award.

Responsibilities include:

- Analysing the procurement documents and contributing to the Go/No Go decisions.
- Establishing and maintaining the proposal outline and the proposal timetable/schedule.
- Organising necessary proposal preparation meetings.
- Coordinating the workflow and involvement of all proposal contributors.
- Directing writing/editing/rewriting efforts of contributors and leading the development of proposal graphics.
- Occasionally writing certain sections of the proposals.
- Tracking the fulfillment of all client's requirements and making sure that the proposals are compliant with these requirements.
- Ensuring the proposals are of high quality, commercially attractive and competitive.
- Other reasonable and normal duties associated with the Proposal Manager position, as directed by the Business Development Director.

Candidates should apply only if they have the mandatory skills listed below:

- BA degree in social sciences.
- Around 5 years of professional experience ideally in communications and/or related fields (excluding internships and student jobs).
- Good knowledge of the EU.
- Good knowledge of communications (such as advertising, PR).
- Advanced knowledge of MS Office Suit (especially of MS Word, MS Excel and MS PowerPoint).
- Near native level written and spoken English is mandatory, fluency in other languages is an asset.
- Strong ability to focus on processes and the result, together with very strong organisational skills, ability to work hard and under pressure and resilience.
- Excellent project management, time management and prioritisation skills.
- Outstanding attention to detail.
- Strong reasoning and problem-solving skills.

The skills below are an asset but are not mandatory:

- BA & MA degrees or professional experience in marketing and communications.
- Experience in leading proposal processes and managing proposal teams – especially for the EU institutions.
- Familiarity with proposal management industry standards and/or best practices such as Association of Proposal Management Professionals' (APMP) body of knowledge or Shipley capture and proposal methodology.
- Knowledge of virtual team tools such as SharePoint.

**What we offer:**

- Complementary health insurance.
- A central office location with wellness centre (opportunity for yoga, cross fit – changing rooms, showers) and additional services such as laundry, car wash and others.
- Flexible working arrangements and technical material.
- A dynamic multi-cultural atmosphere.
- Training and learning opportunities.
- Possibility for professional growth inside the company.
- A supportive and collaborative working environment.

To apply, please send a CV and cover letter to [jobs@tipik.eu](mailto:jobs@tipik.eu) with the subject line '**Proposal Manager**'.

Only candidates who pass the preliminary screening process will be contacted for interviews. The ad remains open until the vacancies are filled.