

Tendering Team Intern

Tipik is an end-to-end communication agency with headquarters in Brussels and offices across Europe including in Athens. It provides communication services to public institutions and international organisations, most notably the European Union institutions.

What does this mean?

We craft communication strategies, conceive and roll out large-scale communication campaigns through various communication channels such as social media platforms, or even on TV or out of home advertising, small or big events and much more. You might have already seen our work in newspapers, on TV, on social media channels or even when walking through the streets of your city.

Driven by a company philosophy based on strong human values and professional drive and excellence, we encourage initiatives and empower people to grow and develop their skills. When working with us, you'll make an impact by working with top-level clients in demanding and complex environments, and by collaborating with teams of high-level communication experts.

We are seeking a highly motivated **Tendering Team Intern** to join our growing company in our Athens offices. This is an entry level position that will help you gain valuable experience in a company providing communication services to the EU institutions. Depending on the outcome of the internship, this experience might be concluded with an employment contract.

Role

As an intern, you will contribute to the success of the Tendering Team by performing technical and administrative tasks. This is a full time position in a hybrid work environment.

Responsibilities

During your internship, your responsibilities will be to:

- Provide operational, organisational and administrative support to the Team;
- Assist with research on past campaigns, policy domains and others;
- Prepare administrative documents;
- Organise tender meetings & support presentations;
- Maintains data bases of stakeholders as well as documentation;
- Perform other duties as assigned by the Tendering Team Coordinator or other members of the team .

Required Profile

Mandatory requirements:

- Accomplished or on-going Bachelor's degree;
- Near native level written and spoken English
- Advanced knowledge of MS Office Suite (especially MS Word, MS Excel and MS PowerPoint)

Other desired qualifications:

- BA degree or professional experience in marketing and communications or the European Union;

- Fluency in any other language.

Skills:

- Strong reasoning and problem-solving skills;
- Ability to simultaneously manage multiple tasks;
- Strong time management / prioritisation skills;
- Excellent attention to detail;
- Strong organisational skills;

What we offer

- A full-time 6 months internship.
- A collaborative culture based on trust, honesty and hard work.
- An environment that gives staff the opportunity to take initiatives and grow.
- A team of colleagues with a high level of expertise in all communication services.
- A flexible work environment for a healthy work-life balance.
- Training learning opportunities.
- Workplace services such as sport classes, laundry, car cleaning and canteen.
- A workplace close to the EU institutions and public transport.

How to apply

Please apply on [LinkedIn](#) before 17 March.

GDPR

Tipik Communication Agency is committed to protecting your privacy. We will always keep your personal data safe and will aim to comply with applicable data protection legislation, including the EU [General Data Protection Regulation](#) 2016/679 and the Belgian data privacy act of 8 December 1992 ([FR/NL](#)).

We will only contact you if your application is shortlisted for an interview. Your application will be treated as strictly confidential in accordance with our data protection policy. It may only be shared with other entities from the Sword group in the European Union.

Please also note we will save your CV in our database for a maximum of 2 years so we can contact you again should an opportunity arise for you. If you would like us to erase your data, please let us know when applying by contacting jobs@tipik.eu.