

Head of the Bids / Bid Manager – Valenciennes (59) - France



CERTIFER is a French railway certification company founded in 1997. The CERTIFER group, headquartered in Valenciennes (France), is present in ten countries with subsidiaries in Algeria, Australia, Belgium, Brazil and France. In Italy, Spain, Germany, Austria, the Netherlands, In China and Turkey and branches in the United Arab Emirates and Vietnam.

The CERTIFER group acts as a Designated Body (DeBo) in Belgium, France, Algeria, Luxembourg, Italy, Spain, Switzerland and Turkey and as a Notified Body (NoBo) at European level. CERTIFER is also recognized as an independent security assessment (ISA) and as an Assessment Body (AsBo).

CERTIFER is looking for a Heads of the Bids / Bid Manager (M/F) for the Bid Department, attached to the Technical Department.

Job Description :

In collaboration with the Technical Department, he/she will be responsible for responding to international, or strategic calls for tenders, or ones requiring coordination within CERTIFER :

- ✓ Organize the workload of the Bid Department including the workload of this specific position and the one a Bid Coordinator,
- ✓ Oversee the bids prepared by the Bid Department,
- ✓ Participate to the Sales Department's meetings,
- ✓ Analyze calls for tenders upon receipt to ensure their admissibility, identify and communicate on the main milestones and possible difficult / blocking points
- ✓ Define the response strategy in cooperation with the sales department and specify bid schedules,
- ✓ Develop the tender material (methodology, organization, references, CVs, planning, etc. and price estimation) with the support of the technical managers and/or the technical director
- ✓ Participate to working meetings with potential partners
- ✓ Ensure the bid is transferred to a project manager in case of award,
- ✓ Exchange with the applicant before and after delivery of the bid and participate to negotiations meetings where necessary,

The Head of the Bids / Bid Manager will contribute to continuous improvement through the analysis of delivered bids and customer returns and through the development of a catalog of references.

He/she will have an important role to play in the harmonization of bids group-level and will have to support the other CERTIFER entities in the training of their respective bid managers.

He/she will monitor regulations and standards developments at national, European and international levels.

Profile searched :

- ✓ Engineer (Master)
- ✓ **At least 5 years of professional experience**, with experience in responding to calls for tender (OTC or public contracts)
- ✓ Good writing ability
- ✓ Ability to work independently, set priorities and meet deadlines
- ✓ Rigorous

Desired Technical Skills :

- ✓ General knowledge of railway systems (Infrastructure, Energy, Rolling Stock, Control Command)
- ✓ Knowledge of safety and interoperability standards and the regulatory framework and/or the field of rail inspection and certification

Other Skills and Skills required :

- ✓ Excellent language skills: French and Level B2/C1 in English; another language would be an asset
- ✓ Geographic mobility: Ability to travel within France and abroad
- ✓ Openness, flexibility and proactivity

What we offer :

- ✓ A challenging work environment within a developing group that offers many opportunities
- ✓ A fast growing sector in Europe and the worldwilde
- ✓ A permanent contract
- ✓ Compensation tailored to skills and experience

Interested? Send your application by email recrutement@certifer.eu

The position will be located in **Valenciennes (59) - France**.