

**POSITION: PROPOSAL SPECIALIST**

**DEPARTMENT: PROPOSAL DEPARTMENT**

*Place of work: Płock or Warsaw, Poland*

**KTI POLAND S.A. is part of the international MAIRE Group with 50 companies in 45 countries and more than 10,000 employees. MAIRE Group supports the energy transition through a synergistic combination of technological innovation, engineering and practical implementations of owned nitrogen, hydrogen, carbon capture, fuels and chemicals and polymer technologies.**

**Find out more about MAIRE Group: <https://www.groupmaire.com/en/> and owned technologies: <https://www.groupmaire.com/en/solutions/>**

*For our operational office in Płock or Warsaw we are looking for a person for the position of a Proposal Specialist with technical education (technology sector) and very good knowledge of English. The Bidding Specialist will be responsible for acquiring new projects on the Polish and European markets, maintaining business relations with current contractors and implementing technologies owned by the clients.*

**JOB DESCRIPTION:**

**The duties of the person hired as a Bidding Specialist will in particular include:**

- Keeping abreast of investments in the oil, gas, chemical and energy sectors
- Contact with clients and subcontractors: e-mail, telephone, face-to-face meetings
- Coordinating all activities related to the process of preparing technical and commercial offers
- Organisation and participation in site visits
- Preparation of schedules for tenders
- Preparation of statements, reports, presentations for the information of the Management Board and the Ownership Group
- Communication and cooperation with other project branches, review of documentation from other branches
- Organising and conducting internal meetings to discuss quotation requests
- Preparation of quotations and commercial and technical offers, sending requests for quotations to contractors and subcontractors
- Participation in negotiation meetings
- Organising and conducting exploratory meetings with clients and subcontractors

**POSITION:                      PROPOSAL SPECIALIST**

**DEPARTMENT:                PROPOSAL DEPARTMENT**

- Participation in the preparation of acquired contracts
- Brand promotion, building a positive company image
- Presenting licensing and technology issues to potential customers
- Participation in congresses and industry events
- Establishing new business relationships

**REQUIREMENTS:**

- Several years of experience in the oil & gas or chemical industry
- Fluency in spoken and written English (technical and commercial language welcome)
- Experience in quoting and dealing with customers
- Knowledge of the investment process in industrial projects
- Ability to read technical documentation
- Knowledge of issues related to modern technologies in the petrochemical and refinery industry
- Experience in preparing contracts would be an advantage
- Higher education, preferably technical, e.g. process engineering or similar
- Highly developed computer skills in terms of the Office package including MS Word, MS Excel, MS Project, MS Teams
- Willingness to carry out delegation
- Personality traits:
- Reliability, honesty, meticulousness, self-reliance and high resistance to stress
- High work ethic and positive attitude

**WE OFFER**

- A job contract in a company with an established position on the market
- Opportunity to grow in an international group that is a leader among contractors in the oil & gas industry
- Participation in interesting projects
- Friendly working atmosphere and team support
- Cooperation with high-class specialists
- Attractive benefits package: LUX MED medical care, social fund, NNW insurance, MultiSport card