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Tendering Coordinator – Building Techniques/HVAC/Renewable Energies

Description

On behalf of our client **Watt Matters**, we are looking for a **Tendering Coordinator – Building Techniques/HVAC/Renewable Energies**, passionate about the energy transition and willing to contribute to the company's mid-term goal of becoming a low-carbon society.

Location: Brussels Region

Watt Matters specializes in designing, installing, financing, and operating **energy-producing installations for residential and public buildings**. Its technical solutions and services include the installation of boiler rooms and cogeneration units, heat pumps, photovoltaic systems, remote monitoring and control systems, and building insulation.

Watt Matters is committed to accelerating the energy transition and becoming a low-carbon society in the near future. It also aims to become a leading player in the energy transition market.

As the company continues its rapid growth, it is seeking a **Tendering Coordinator – Building Techniques/HVAC/Renewable Energies**, who will join a team of engineers and financial experts to develop innovative technical and financing solutions, including HVAC and special techniques installation, energy-efficient heating plants (chaufferies), boiler systems (chaudières), heat recovery and recuperation solutions, major cogeneration systems, heat pumps, and other energy-efficient technologies.

As a **Tendering Coordinator – Building Techniques/HVAC/Renewable Energies**, your primary responsibility will be designing and developing appropriate technical solutions, coordinating detailed engineering activities carried out by the engineering team, and managing the quotation process associated with the development of these technical solutions. Operating in this presales setup, you will act as a single point of contact between the Watt Matters engineering office and the salespersons in charge of client relationships.

Responsibilities

Your key tasks will be as follows:

- Observe and understand the clients and their needs and requirements, with a special focus on the company's technical solutions offered in terms of energy systems and special techniques: HVAC installation, energy-efficient heating plants, boiler systems, heat recovery and recuperation solutions, major cogeneration systems, heat pumps, etc. Collaborate continuously with the sales team in that regard
- After 2-3 months in the role, define your annual objectives in collaboration with your management team and agree on clear priorities and targets for the year ahead
- Work closely with other key persons and departments in the company – internal engineering office, finance, project management, and sales department – in order to maximise the quality and volume of the offers presented; assist in performing

Hiring organization
Artemys

Employment Type
Full-time

Duration of employment
Unspecified

Industry
Renewable energy

Job Location
Brussels, Brussels Region

Date posted
6 October 2026

technical and commercial studies tailored to client needs

- Work closely with the sales team to prepare quotations and proposals based on the input received
- Act as the central point of coordination between internal departments to process technical and commercial information received, perform calculations and pricing analyses, and develop competitive offers
- Provide support to the sales team throughout the sales process, as needed
- Take part in the preparation of solid business cases, taking into account the technology, engineering, specific project needs, and financial aspects, and defend your projects in front of clients
- Upskill yourself – expand and develop your technical expertise, in order to meet business demands and client requirements
- Occasionally assist your colleagues, if possible, during the meetings with clients to explain in more detail the technical part of the WM offer
- Prepare also analyses and performance reports in an orderly and timely manner
- Use CRM-related tools to prepare monthly forecasts and summaries

Qualifications

- Relevant technical degree – preferably a master's in civil or industrial engineering
- Relevant experience related to HVAC installations, energy-efficient heating plants, boiler systems, major cogeneration systems, heat pumps, photovoltaic installations, etc.
- Experience in the energy sector, renewables, and/or origination will be an asset
- Experience in hunting and farming is welcome
- A clear interest in current environmental issues
- Excellent verbal and written communication skills
- Strong negotiation skills
- Ability to manage various internal and external stakeholders
- Ability to listen, explain, and convince
- Capacity to build a solid business case and defend it before all relevant stakeholders
- Ability to work independently and within a team
- Motivated, structured, goal-oriented
- Proactive personality with a can-do attitude
- Focused on business development and achieving results
- Comfortable working in a dynamic and constantly evolving environment
- Fluency in French; good knowledge of English; knowledge of Dutch is welcome

Job Benefits

- A full-time employment contract
- An attractive salary package with a wide range of benefits, a company car, and career development prospects
- An opportunity to work in a pleasant working environment as part of a dynamic and motivated team, committed to the energy transition and making a difference
- Opportunities for continuous learning and development