



<https://www.artemys.be/job/tendering-process-leader-wind-sector/>

## Tendering Process Leader (Wind Sector)

### Description

**MDWind** is an ambitious and human-sized company from Luxembourg that operates in the wind energy sector. Since its inception more than ten years ago, the company has been engaged in the installation and maintenance of wind farms.

At **MDWind**, an international team of qualified experts works together towards a common goal: to protect the climate of our planet by drastically reducing CO2 emissions while actively participating in the energy transition. Owing to high-quality services and a strong commitment to its corporate values, the company has recorded from the very beginning stable and continuous growth and development throughout Europe. As a result of this expansion, the company is in need of high-quality professional staff.

On behalf of **MDWind**, we are looking for a **Tendering Process Leader (Wind Sector)** to ensure efficient support for achieving the Company's long-term strategic goals and objectives.

Location: **Weiswampach, Luxembourg**

### Responsibilities

All around Europe, **MDWind** provides a variety of high-quality services in the wind sector, ranging from the **installation** and **maintenance** of onshore wind turbines to the **exchange of big components**, **repowering**, **rotor blade** and **supervision** services, all the way to **turnkey solutions**, on various international projects (in Finland, France, Germany, Norway, Portugal, Sweden, the Netherlands, etc).

As a **Tendering Process Leader (Wind Sector)**, you will be the key person during the tendering process, starting from evaluating client needs and assessing tender requirements, assessing risk factors to arrive at bid decisions, to estimating the required material, equipment, and manpower needs – all this in order to be able to arrive at reliable cost estimates for bidding projects. In this capacity, you will be at the crossroads of so many different activities within MDWind, and so you will demonstrate your entrepreneurial skills and spirit that will guide you all the way to your goal.

### Responsibilities:

**1. Study, analyse, and evaluate commercial direct leads and Request for Quotation (RFQ) from multiple points of view (strategic, technical, HR, financial...) in order to:**

- Understand client needs and requirements
- Define the scope of the offer
- Identify risk factors
- Identify the availability of the required internal/external resources – material (tools, equipment, materials) and human (manpower, external suppliers) – to support bid production and ensure the quality delivery of services

### Hiring organization

Artemys

### Employment Type

Full-time

### Duration of employment

CDI

### Industry

Renewable energy

### Job Location

Weiswampach,  
Luxembourg

Diekirch,

### Date posted

8 November 2023

### Valid through

29.02.2024

- Prepare preliminary costing
- Ensure that technical terms comply with the relevant standards
- Validate the green light is given for the offer – coordinate with the Division Heads and General Manager for the overall risk assessment and bid decision

## **2. Produce Offers ensuring overall understanding of the bid technical strategy:**

- Work closely with the sales team who will provide you with relevant and timely leads and guidelines about the client, the situation on the field, etc.
- Organise and coordinate pre-tender meetings with participants from respective business units to collect relevant information for bid development
- Enquire and consult more deeply with internal managers and technical specialists to obtain technical specification and clarifications
- Liaise with internal departments and external partners to collect every possible data you need to feed the bid development process (marketing, finance, admin, HR...)
- Finalise cost estimates in terms of the required amount of work, material, equipment, manpower, and suppliers/subcontractors, including all systems, products, and services consistent with client specifications / requirements
- Prepare the Offer itself – in line with all the validated data mentioned above and the RFQ/client requirements yet without compromising high standards of corporate integrity and process
- Make sure the Offer is validated by the Chief of Operations and CEO, depending on the size and the risk of the project, and sent to the Legal Department for legal review and final validation before its official submission
- Ensure there is a good and effective workflow in the offer production process, respecting the agreed upon deadlines
- Ensure continuous improvement of bidding function through sharing of best practice, knowledge, experience and collateral

## **3. Make sure the whole process is carried out in accordance with MDWind's internal processes and procedures, i.e:**

- All internal policies, technical standards and procedures are fully respected
- All relevant participants and stakeholders are duly notified throughout the process
- Work at each stage of the process is documented properly and reports are provided regularly using designated internal tools and systems
- Initiate the development of new tools and/or build the whole process, where necessary

### **Qualifications**

As a **Tendering Process Leader (Wind Sector)**, you will share MDWind's values and objectives, and you will actively contribute to its building a strong competitive position. It is therefore essential that you have:

- Relevant technical background
- Ideally experience in tender management
- A good understanding of service companies, technical engineering, and processes
- Knowledge of/experience in process improvement
- Strong organisation, planning, and especially risk management skills
- Ability to define priorities, work well with deadlines and under pressure
- Excellent communication skills with a touch of negotiation acumen – towards both internal managers and external contractors
- Ability to keep a smooth and effective workflow of the bid development process
- A good head for figures, the ability to read and interpret financial statements and

to predict trends

- Good operational knowledge of MS Office tools (Word and Excel); knowledge of other tools such as Navision, Power BI, PM methodologies will be considered an asset
- Proactive and curious, methodical, able to anticipate and forecast
- A hands-on, agile work style and a “can-do” attitude
- Strong, self-confident personality, autonomous and yet with a strong team spirit
- A keen eye for detail and a results-driven approach, the ability to see the “big picture” and keep a cool head, look at a problem from different perspectives
- Intrapreneurial mindset that will help you navigate a multitude of complex projects, situations, inter-department and interpersonal relations, which will ultimately lead you successfully to your goal
- Native proficiency in **French** and a very good command of **English**

### **Job Benefits**

- Be part of a growing company offering cutting-edge technology in its field
- Be part of a team of experts where your creative input will have a significant impact
- Work with recognized professionals to make our customers' environments more secure and more efficient in terms of energy production
- Benefit from real autonomy in order to make your own decisions relating to your projects; participate in the development of the company without being impeded with overly cumbersome procedures or administration
- Work as a permanent employee and have the opportunity to be rewarded with an attractive salary package