



KEY RESPONSIBILITIES

- Responsibility for the entire bid process, from bid preparation to submission
- Analysis and evaluation of tender documents
- Development and implementation of bid strategies
- Coordination of internal resources and teams
- Conducting market and competitor analyses
- Identification and assessment of risks within the bid process, as well as development of risk mitigation measures
- Support and consulting in sales-related activities

QUALIFICATIONS

- Completed degree or technical training with a strong commercial background
- Relevant professional experience
- Extensive experience in bid preparation and bid processes
- Excellent knowledge of MS Office, especially Word and Excel
- Strong communication and presentation skills
- Business-fluent in German and English; additional language skills are a plus
- Willingness to travel internationally on occasion

We are a dynamic family-owned company with short decision-making processes and open doors. Additionally, we offer:

- 40-hour workweek, 30 days of vacation, company pension plan & a secure workplace
- "Work-life balance" – harmonizing career and family
- A relaxed work atmosphere with open and respectful leadership

We look forward to receiving your application via email or, ideally, through our career portal.

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