

# United Kingdom Jobs Expertini®

## Tender Specialist - Italian Speaking

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Company: Oxford Nanopore Technologies

Location: United Kingdom

Category: business-and-financial-operations

Oxford Nanopore Technologies is headquartered at the Oxford Science Park outside Oxford, UK, with satellite offices and a commercial presence in many global locations across the US, APAC and Europe.

Oxford Nanopore employs from multiple subject areas including nanopore science, molecular biology and applications, informatics, engineering, electronics, manufacturing and commercialisation. The management team, led by CEO Dr Gordon Sanghera, has a track record of delivering disruptive technologies to the market.

Oxford Nanopore's sequencing platform is the only technology that offers real-time analysis, in fully scalable formats from pocket to population scale, that can analyse native DNA or RNA and sequence any length of fragment to achieve short to ultra-long read lengths. Our goal is to enable the analysis of any living thing, by anyone, anywhere!

As an Italian-speaking Tenders Specialist, you will be part of the Sales Operations Enablement Team and responsible for the management of tender activities In Europe South to acquire maximum efficiency, quality, service, and profitability for the organization. You will report to the Associate Director, Tenders, and work closely with our sales, finance, service, and contracts/legal functions across EMEA1 to enable and manage the successful growth of the tender business. This role supports core business operational activities and enables data-driven actions to deliver commercial targets.

### **The Details...**

Undertake and complete tender admin documents.

Submit documents via Italian tender portals, such as Sintel, MEPA, etc.

Manage clarification questions.

Liaise with colleagues at other functions to gather information for tender admin documents.

Manage the approval process for submission.

Review all tender documentation before submission and prepare them for completeness.

Maintain a library of frequently used documents and standard documents.

Utilise the agreed systems to manage the tender process functions, analyse, and disseminate feedback to the appropriate team members.

### **Who We're Looking For...**

We'll expect you to be degree-educated, with a successful record of accomplishment in sales/tender administration positions. You will have experience in tender management and working with matrix teams.

#### **You're someone who:**

Is a strong administrator with experience in tender coordination.

May have worked in life sciences or clinical diagnostics in a similar role.

Worked with customers through the tender process and supporting internal teams.

Understanding of tender process management, requirements, and dynamics.

European language to business level conversation – verbal and written, including Italian.

Experience in Italian public procurement.

Excellent communication and presentation skills

Experience in setting up reporting processes

We offer outstanding benefits to include an attractive bonus, generous pension contributions, private healthcare and an excellent starting salary.

If you are looking to utilise your skills to really make a difference to humankind, then consider joining our team and apply today!

This role will suit someone interested in working for a fast-paced global organisation who enjoys interacting and engaging with their customer base as well as being an active and

collaborative team member.

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