**Proposal/Business Development Consultant

ΠΕΡΙΓΡΑΦΗ ΕΤΑΙΡΕΙΑΣ**

Break-Even Consulting is a leading technical - consulting company providing excellent quality advisory services. Our areas of expertise include fi elds such as Innovation, Entrepreneurship, Technology Transfer, Sustainability and Environmental management.

Having secured some of the most impactful and highly prestigious projects in Greece related to Entrepreneurship and Innovation, we are seeking a Proposal/Business Development Consultant to join our team. As a Proposal/Business Development Consultant, you will work closely with our clients, internal teams, and partners/subcontractors to ensure that our proposals meet client requirements and are competitive in the market.

**Responsibilities:**

* Lead the end-to-end development of high-quality proposals for public sector consultancy projects, including research, writing, editing
* Collaborate with internal teams and subject matter experts to gather technical information and ensure proposals align with client needs and industry standards
* Manage the proposal process, ensuring that all documentation is complete, accurate, and submitted within specified deadlines
* Ensure proposals comply with company policies, industry regulations, and client requirements
* Interact with clients to gather additional information, clarify requirements, and address inquiries related to proposals
* Attend client meetings as needed to discuss proposal details.

**Requirements:**

* Bachelor's degree in sectors like Management, Engineering or Business Administration
* At least 2 years of experience in a similar position
* Outstanding communication skills, with the ability to build relationships with clients
* Strong problem-solving skills to address unique business challenges
* Ability to work well under pressure and meet deadlines
* Excellent time management and multitasking ability
* Proficient in Microsoft Office and project management tools
* Excellent command of the Greek and English languages, both written and verbal.

**Benefits & position advantages:**

* Competitive salary package based on relevant skills and experience
* Professional and personal development opportunities with exposure to the latest practices and methodologies
* Participation in high caliber entrepreneurial projects and events
* Permanent employment contract
* Private health insurance
* Stable, pleasant work environment with a dynamic team of friendly coworkers
* Provision of travel expenses in case of business travel

If you believe the above position suits you, then we are waiting for your application! Once all resumes have been collected and evaluated, we will contact the candidates who match the positions, to schedule an interview.

All applications are treated with strict confidentiality.