



Bidding Assistant (m/f)

Work Place: Dusseldorf, Germany

Key Responsibilities:

- Assist Bid Manager to be the Interface Between bidding center team and local bidding team during bidding process.
- Assist Bid Manager to assess the bid resources required and their availability.
- Assist Bid Manager to manage the internal information transfer and mission assignment.
- Monitor the whole process of bidding activities, such as project feasibility analysis, overall scheme and strategy decision, editing and making bidding document, etc
- Organize the internal and external key meetings such as Bid Kick off, RFQ analysis, Clarification and so on;
- Instruct Bid team to produce suitable deliverables according to bidding overall scheme.
- Internal Meeting management.
- Audit the Content of Deliverable.

Qualification/Skills/Experience:

- Minimum of 1 year in Telecommunication relevant work experience will have the priority.

Huawei Technologies Co., Ltd.

Huawei Technologies is a leader in providing next generation telecommunications networks for operators around the world. The company is committed to providing innovative and customized products, services and solutions to create long-term value and potential growth for its customers. Huawei's products and solutions cover wireless products, core network products, network products, application and software, as well as terminals. Major products are based on Huawei's self-designed ASIC chips and shared platforms to provide high-quality and cost-effective products and solutions with quick response.

Huawei has around 83,000 employees and has set up over 100 branch offices worldwide. Huawei's products are deployed in over 100 countries, and serve 35 of the world's top 50 operators as well as over one billion users worldwide.

As a subsidiary of Huawei, Huawei Technologies Deutschland GmbH has been growing rapidly. Now in Germany, Huawei has around 300 employees and has been successful in achieving market share from various operators in Germany.

For more information, please visit <http://www.huawei.com> For current job openings in Huawei, please visit <http://career.huawei.com/career/en>

E-mail: recruiting.eu@huawei.com
Address: Am Seestern 24 D-40547
Dusseldorf Germany



- Multi-lingual: fluent oral and written English
- Good Commercial feeling with business awareness and customer understanding
- Good overall know-how of Telecommunication Industry
- Aptitude to plan & organize.
- Facility to work with others
- Excellent project management skills.
- Structured and well organized.
- Flexible
- Pro-active
- Team spirit, enjoy to work in an animated environment were 'positive' stress is guaranteed (stress resistant)
- Ability to understand complex processes.
- Customer minded attitude
- Good analytical skills.
- Good interpersonal and communication skills, including ability to write memos and reports and to present subjects on different matters
- Aptitude to self-learning
- Rapidly acquire Knowledge of Fujitsu Services processes and service offerings
- Willingness to travel abroad
- Bachelor or Master degree in Telecommunication or equivalent education or expertise

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