

# MEYVAERT IS HIRING!



## We are...

a family-owned business with a long-term vision, based on sound business ethics and respect for all our stakeholders. Meyvaert consists of two specialized business units:

- **MUSEUM DISPLAY SOLUTIONS:** Experts in the design, production and world-wide installation of display cases
- **FIRE PROTECTION & SECURITY SOLUTIONS:** Experts in the design, production and installation of fire-resistant and bullet-proof glass doors and walls

For our Museum department, we are currently looking for a m/f/x

## PUBLIC TENDER COORDINATOR

### You will...

- ✓ screen online platforms for relevant opportunities
- ✓ acknowledge, filter & qualify incoming customer inquiries (email/phone)
- ✓ capture all opportunities in the CRM
- ✓ work with internal stakeholders (business developers, project managers & engineers) to prepare the tender proposals
- ✓ coordinate & administratively support the tender process: from enquiry to preparation to layout & submission, making sure we are compliant & meeting tender due dates
- ✓ manage the information database, ensuring all relevant documentation for tender proposals is complete & up to date

### You are/have...

- ✓ strong administrative skills & well-organized
- ✓ strong PC skills
- ✓ assertive, pro-active & action-oriented
- ✓ strong communication skills, written & oral, in English, Dutch & French
- ✓ team player
- ✓ affinity or interest in layout, graphical design
- ✓ degree/background/experience in office management, back office, internal sales, business support,...