

Jeco Energies – Shore Power Tender Officer

Do you want to play a key role in international sustainable energy projects and contribute to the electrification of ports across Europe? For our Shore Power division, we are looking for an enthusiastic and detail-oriented **Shore Power Tender Officer** who thrives on structure, collaboration, and helping to secure projects.

As a Shore Power Tender Officer, you support the commercial team during the pre-sales and tender phase of international Shore Power projects. You ensure that tenders and requests for proposals are followed up professionally, structured clearly, and submitted on time.

You act as the central link between internal teams such as sales, engineering, finance, and legal. With your strong organizational skills and technical understanding, you bring all information together into high-quality technical and commercial proposals. Your focus is on coordination, administration, and quality—enabling the team to concentrate on winning projects.

You will work in an international, Europe-focused environment and contribute to sustainable solutions that accelerate the energy transition in the maritime sector

What do we expect from you?

- Monitor and follow up on (international) tenders via various tender platforms
- Structure, analyze, and manage tender documentation

- Coordinate and collect input from internal stakeholders (sales, engineering, legal, finance, etc.)
- Prepare and compile complete technical and commercial bid documentation
- Build and maintain relationships with suppliers and partners
- Manage and keep the bid library up to date (templates, standard documents, certificates, insurance, etc.)
- Support cost estimates and calculations
- Ensure accurate, structured, and timely submission of tenders
- Provide administrative follow-up and reporting on ongoing and submitted tenders
- Contribute to quality, safety, and environmental processes (SHEQ)

Your Profile

- Bachelor's degree, preferably in Electrical Engineering or a related field
- Strong administrative skills and proficient in MS Office
- Structured, accurate, and deadline-driven
- Strong communicator and team player
- Proactive, stress-resistant, and comfortable working in an international environment
- Basic understanding of technical documentation and a commercial mindset

What do we offer?

- A challenging and varied role within a fast-growing and sustainable sector
- The opportunity to work on international projects that contribute to the energy transition and emission reduction in ports
- A professional and collaborative work environment where teamwork is key
- Opportunities for personal development and career growth
- A position with real responsibility and impact within the tender process
- Competitive salary and an attractive benefits package

<https://jeco-energies.com>