

International research institute and thinktank. With five locations in four countries, WifOR has already completed over 360 projects in more than 30 countries around the globe. For over a decade, we have provided accurate, insightful, and objective analytics & research that has influenced decision-making for companies, associations, government organizations, and NGOs. As a dynamically growing company, we are constantly looking for new and innovative team players.

We are searching for
Proposal Manager – Dual Master Degree Program (MBA)
in Berlin or Darmstadt

Responsibilities

- Develops and reviews proposal themes, contributes to bidding strategy development
- Prepares and assembles pre-bid agreements and bidding documents
- Coordinates and reviews proposal input from variety of internal stakeholders
- Submits proposal to external or internal customer
- Manages proposal response schedule and engages in proposal knowledge management processes
- Takes over specific task in context of the internationalization strategy
- Reports to the Head of Business Development & Strategy

Requirements

- Bachelor or Master's Degree in applicable field
- Project or proposal management experience
- Structured working style, ability to work in a team
- Strong time management skills
- Confident handling of Microsoft 365 applications
- Strong written and speaking skills in both German and English

We offer:

- Varied activities in an international business environment
- Freedom for creativity and innovative solutions
- Personal responsibility and high development opportunities
- Modern working environment and an open-minded and motivated team
- Flexible working hours and home office options

To apply, please send your CV and cover letter to career@wifor.com