

The **Tender Proposal Manager** at **LIGHTHOUSE SpA**, based in **Bologna**, supports the **preparation, coordination, and submission of high-quality tender proposals for geophysical and seabed investigation projects.**

This role combines **technical understanding, organizational skills, and commercial awareness to ensure proposals are compliant, competitive, and well-structured.**

The position involves both **on-site and remote work**, with **flexibility and availability for travel** as required by project needs.

### Key Responsibilities:

Assist in the **end-to-end tender process**, from opportunity identification to submission.

Collaborate with **technical teams, project managers, and commercial stakeholders** to gather accurate information for proposals.

Help develop proposal content that aligns with **client requirements, balancing technical feasibility and cost considerations.**

Ensure proposals meet all **tender specifications**, including **technical, commercial, and administrative requirements.**

Support the maintenance of proposal **templates, case studies, and lessons learned** to streamline future submissions.

Track **tender outcomes** and assist in gathering feedback to improve future proposals.

### Key Skills and Qualifications:

- Experience in **proposal/tender management**, ideally in **geophysical, offshore, or marine sectors.**
- Basic understanding of **seabed geophysical investigation methodologies, equipment, and services.**
- Strong **organizational and project coordination skills.**
- Good **written and verbal communication skills**, with **attention to detail.**
- **Commercial awareness** and ability to understand **client requirements.**
- Familiarity with **regulations, standards, and procurement processes in marine/offshore projects** is a plus.

### Personal Attributes:

- **Proactive and collaborative team player.**
- **High level of professionalism and commitment to quality.**
- **Ability to work under pressure** and meet deadlines.

This position is open to **all genders** (Italian Law 903/77) and is considered **urgent.**

Please send your **CV via email to [ufficio.personale@lighthouse-geo.com](mailto:ufficio.personale@lighthouse-geo.com)** and refrain from applying if you do not meet the listed requirements.