



Ваш надежный помощник

# Бізнес аналітик, Business analysis (English speaking)

📍 Киев, 📅 15 сентября 2023

Компания: [IRES](https://jobs.ua/company/id/119315) (<https://jobs.ua/company/id/119315>) ([Все вакансии](#))

Рубрики: [Недвижимость и страхование](#), [Офисный персонал](#), [Банковское дело](#), [ломбарды](#)

## Пожелания к сотруднику

Образование: полное высшее  
Опыт работы: от двух лет  
График работы: полный рабочий день

## Описание вакансии

**IRES** – Integrated Facility Management and construction Project Management service provider.

We serve:

- International corporate accounts (corporate occupiers of business centres);
- Land- lords of business centres, warehousing complexes (commercial real estate).

**IRES is looking for new team member:**

**Business analysis/bid manager** (full time, office based job)

## Main responsibilities:

- Identifying opportunities for bid submissions and raising them with the company management team.
- Conducting research and brainstorming key points to include in the bid.
- Crafting persuasive and detailed proposals for customers.
- Performing risk assessments and addressing concerns of clients and company staff.
- Ensuring all deadlines are met.
- Liaising with internal teams of project management and integrated facility management departments, suppliers and subcontractors to deliver the commercial proposals.
- Keeping track of all costs and managing budgets.
- Working closely with project managers to set up necessary package for bid submission.
- Conducting team briefings once bids have been secured
- Taking active part in preparing and signing of the contracts with customers, ensuring all negotiated items are in the contracts
- Tracking P&L of existing and potential projects.
- Managing of necessary client compliance procedure fulfillment
- Controlling of validity of company professional insurance
- Upgrading of the subcontractors data base to make sure the company has necessary data base of respective subcontractors requested by company departments. Lead of negotiations with subcontractors.
- Developing of monthly reports to clients' facility management departments in English
- Taking part in conference calls with client facility managers and project managers from abroad in English.

## Key requirements and skills:

- To have 3+ year experience related to construction, construction project management, construction costs analysis, design/detail design, facility management industries (as the advantage). Candidates with experience of business analysis or/and bid manager of other industries can be also considered. The additional requirement is to be motivated to learn company business quickly.
- Strong knowledge of English (spoken and written). It will be one of the key for successful candidate.
- To have strong analytical skills (working with data spreadsheets, setting up of the presentations, developing of the arguments - "value for money" based.
- To have strong communication skills for effective communicating with procurement teams of clients as well as with IRES

teams for preparations of actual commercial offers.

- To have all necessary skills to effectively use soft/programs to develop and deliver bids and different types of analysis reports. Advanced knowledge of Windows software packages - Word, Excel, PowerPoint, Microsoft Project. Working with Google Tables.
- To be an active team member and lead of the process of bid development and submission
- To have excellent communication skills to win the bids in front of clients, proving why IRES is the best reasonable option for them, based on team experience, successfully finished projects and commercial indicative rationality.
- To be open to learn procurement programs of clients if suggested as the term of a client tender.

**We offer:**

- Official employment with the competitive salary package.
- Dedicated working station and office equipment in our office in the centre of Kyiv.
- Real potential carrier development within the company based on the successful activity.

Salary package is going to be discussed with successful candidate, taking into consideration one's experience and skill level.

**Контактная информация**

Контактное лицо: Анастасія

Сайт: <http://ires.com.ua>

Адрес: Київ, м.  
Печерская