

Tender Manager – Payment Industry

You have a background in the Payment Industry, good analytical, communication and organizational skills. You are motivated to play an active role in expanding our market presence and driving revenue growth.

Our Mission

Our mission is to revolutionize the payment landscape by providing cutting-edge solutions that streamline transactions and enhance financial inclusion. As we continue to grow, we are seeking a meticulous and experienced Tender Manager to join our team and lead our tendering processes.

By developing invoice presentment, payment and Open Banking solutions in partnership with integrators, invoicing & accounting software companies, Digitéal helps its customers to get paid faster, more regularly and at a lower cost. In other words, Digitéal is helping companies to use the "2024" best practices (by reducing the ecological & economical waste of paper bills for instance) to finally improve the user experience of consumers.

Our Company

Created in 2015 by the payment expert Cédric Nève, Digitéal is a dynamic and innovative Payment Institution authorized by the National Bank of Belgium and active within the SEPA (Single Euro Payments Area) zone. Digitéal is a member of the Norwegian group Aera Payment & Identification AS. It is compliant with rigorous regulations of the financial sector, yet you will be surprised, among other things, by our self-management type of organization. At the heart of all our activities are trust and transparency towards our employees, customers and investors.

Our clients are public and private companies, usually sending mass payment requests (online payments, invoices, requests to pay, etc) such as E-commerces, Utility companies, Hospitals, Municipalities, Marketplaces, etc. Some references that you may know: Mozzeno, Elindus, DATS 24, Rombouts, Van Zon, Symeta Hybrid, in BW, etc.

Your profile

You have a good understanding of the payment industry and the ability to thrive in a fast-paced, innovative environment.

- ▶ **Experience:** Minimum of 5 years of experience in tender management, bid writing or a related role within the payment industry, fintech or a related field.
- ▶ **Knowledge:** Strong understanding of SEPA zone payment systems, regulations, payment terminals and market dynamics.
- ▶ **Skills:** Excellent project management, organizational and multitasking skills. Strong attention to detail and ability to work under pressure.
- ▶ **Communication:** Exceptional written and verbal communication skills, with the ability to produce high-quality documentation and presentations.
- ▶ **Analytical:** Strong analytical skills with the ability to interpret and present complex information clearly and concisely.
- ▶ **Education:** Bachelor's degree in Business, Finance, Marketing or a related field.
- ▶ **Languages:** Proficiency in French, Dutch and English. Knowledge of any additional language relevant to the SEPA zone is a plus.
- ▶ **Technology:** Proficient in Google Suite and other relevant tender management software. Familiarity with tools and platforms used for tender tracking and publication follow-ups.

Your role within Digitéal

As a Tender Manager you will be responsible for managing the entire tender process from initial request through to submission, ensuring that all bids are compliant, competitive and delivered on time.

You will work closely with various internal teams (circles) to gather necessary information, develop compelling proposals and maintain a thorough understanding of industry trends and requirements.

- ▶ **Tender Management:** Oversee and manage the end-to-end tender process, including reviewing tender documents, developing bid strategies and ensuring timely submission of all proposals.
- ▶ **Document Preparation:** Prepare, review and edit all tender documents, ensuring accuracy, compliance and alignment with client/contracting authority specifications.
- ▶ **Collaboration:** Work closely with sales, marketing, product development, compliance/legal and finance teams/circles to gather necessary information and inputs for tender submissions.
- ▶ **Negotiation:** Alongwith the Sales Manager and other colleagues, participate in the negotiation process with the client/contracting authority in case of negotiated tender procedure.
- ▶ **Compliance:** Ensure all tenders comply with legal, regulatory and client/contracting authority specifications.
- ▶ **Risk Management:** Identify and mitigate potential risks associated with tender submissions.
- ▶ **Market Screening:** Proactively screen the market for potential tender opportunities in Belgium and within the SEPA zone, using specific tools (e.g. Tender Experts) and platforms to track and follow up on tender publications.
- ▶ **Market Analysis:** Conduct market research to understand industry trends, competitor activities and client/contracting authority needs to develop competitive and compelling proposals.
- ▶ **Proposal Writing:** Develop and write high-quality, persuasive proposals that effectively communicate the value and benefits of our payment solutions.
- ▶ **Stakeholder Management:** Maintain strong relationships with internal and external stakeholders, including clients/contracting authorities, partners and suppliers.
- ▶ **Process Improvement:** Continuously improve the tendering process by implementing best practices, feedback and lessons learned from previous tenders.
- ▶ **Reporting:** Monitor and report on the status of ongoing tenders, providing regular updates to the Management Committee and other stakeholders.

Why Digitéal?

You have the opportunity to participate in **an innovative European business project**.

- ▶ Competitive salary and a performance-based bonus.
- ▶ Comprehensive benefits package including health and group insurance, meal vouchers, eco-cheques, a company car and a fuel card.
- ▶ Opportunities for professional growth, development and personal training.
- ▶ Regular exchanges and collaboration with our Norwegian colleagues.
- ▶ A collaborative and innovative work environment (teal organization).
- ▶ The chance to be part of a leading fintech and a group shaping the future of payments in the SEPA zone.

How to Apply

Interested? Submit your resume and a cover letter detailing your experience and why you are a perfect fit for this role.

Please send your application to work@digiteal.eu with the subject line "Tender Manager Application - [Your Name]".

Practical information

Location : Axis Parc, Mont-Saint-Guibert

Hybrid work is possible (office + remote)

Status : employee

<https://linktr.ee/digiteal>