

**About IID S.A.**

We are a company that operates mainly in the sectors of Integrated Solutions for Digital Archiving, Digitization and Physical Document Management Services.

We primarily address to companies and organizations which wish to convert their conventional archive into digital files and take advantage of all the benefits of an Integrated Solution for Digital Archiving.

**Job description:**

- Conduct detailed discovery meetings, collect requirements, and gain mutual understanding of customer needs followed by positioning ideal product solutions (SW, HW, or services) to resolve these needs
- Analyze and understand the requirements of customers as detailed in the tendering specifications (RFPs/RFIs/RFQs)
- Manage Bids (both in public & private competitions), coordinating internally with other departments and externally with partners & vendors
- Process orders of foreign companies of which the company is a representative.
- Report on existing projects managed by the company

**Necessary qualifications & skills:**

- BSc in relevant field of study (ie. Business Administration, Information Technology, Computer Science), additional studies or professional certifications in relevant domains is considered as a plus
- High proficient, exceptional verbal and written communication both in Greek and in English
- Problem solving and analytical thinking skills
- Ability to work on multiple assignments under pressure and meet strict deadlines
- Be a fast learner, ambitious and self-starter
- Ability to handle multiple clients, multiple team members and priorities with confidence
- Excellent knowledge of MS Office (Word, Excel, PowerPoint)

**Desired qualifications:**

- 1-2 years of experience in a relevant role

**The company offers:**

- Competitive remuneration package
- Prospects for development in a highly dynamic environment
- Friendly working environment

**E-mail:** [HR@iid.gr](mailto:HR@iid.gr)