

## Business Development - Acquisition Team

**Start:** April 2023 (or as soon as possible, depending on availability)

**Location:** Rotterdam

Trinomics is a leading consultancy firm dedicated to supporting the transition to a low-carbon, green and climate-resilient society. Our work includes applied economic research and policy advice, capacity building, and knowledge transfer in a wide range of climate and energy policy topics, with clients ranging from European institutions to national governments in Europe, to international clients such as bilateral and multilateral donors and international financial institutions. Our company is composed of three main teams: the Energy, Climate and Environment cluster.

As part of the expansion of our European business operations, we are looking for a **Business Developer** to join our **Acquisition Team** in our Rotterdam office. Successful applicants will support the Acquisition team in guiding and developing the company's strategic business development with clients and partners in the public policy domain.

Our team has been steadily growing over the past 10 years, attracting experts from various backgrounds and fields. Our staff is made up of over 29 nationalities and able to work in 15 languages.

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### Role Description:

As a Business Developer you will work in the Acquisition Team, which focuses on working with clients and partners to develop new proposals for the three different cluster's project acquisition. Together with the team, you will build the project portfolio's of the energy, environment and climate change clusters, helping them develop and achieve their strategies as well as the overall company goals and targets. You will be part of the acquisition process, supporting the consultants with the preparation of the technical and financial proposal, taking care of all administrative and legal documents during acquisition and administration stage of the project, and responsible for following up on negotiations with the clients and partners and other related administrative tasks. Your proactive nature will also assist in keeping an eye on policy developments, developing new partnerships and expanding our client base.

### Tasks include:

- ✓ Planning of the tenders in close cooperation with the proposal team and overseeing the procedures;
- ✓ Preparing all necessary administrative documents and performing the final quality control;
- ✓ Sharing new opportunities and coordinate Team's Interest.
- ✓ Manage and provide support to partners / subcontractors during collaborative efforts
- ✓ Coordinating/leading acquisition process: Expressions of interest, Consortium building & negotiations (fees), Template set-up, Proposal writing (generic, admin/management content), formatting & submission (timeline/coordination), Communication with client (confirm receipt, clarifications, opening minutes, won/lost notification, etc.) and collecting/ preparing awarded docs evidence/exclusion criteria;
- ✓ Use advanced MS Word skills to format documents to a professional standard, including: reports, expressions of interest; proposals and CVs;
- ✓ Maintain the project reference and different trackers;
- ✓ Monitor policy developments relevant for the different cluster's strategies
- ✓ Assist management in developing strategies for entering new policy fields
- ✓ Engage with new partners to build and explore new collaboration opportunities
- ✓ Research and support the development of new client relations
- ✓ Project Administration: Project numbers/folders, References and reference tool, Letters of completion, Project report formatting and archiving;

### Required

- ✓ A university or higher education degree in a relevant field such as business, management or legal studies, public administration, or equivalent
- ✓ 2-3 years of relevant professional work experience;
- ✓ Experience with public tendering procedures;
- ✓ Knowledge and understanding of project management and contract management principles,

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- ✓ Excellent MS Office skills, in particular MS Word;
- ✓ C2 English level (fluent written and oral communication). The ability to work in additional languages is an advantage.

#### What we offer

- ✓ A competitive package of employment conditions including a competitive salary as well as good secondary benefits (i.e. min. 28 holidays, comprehensive pension rights, internal training & personal development programme);
- ✓ Initially a one (1) year contract with the opportunity to extend this to a permanent contract based on good performance (evaluated after 6 months);
- ✓ Hybrid working, depending on the candidate's personal preferences and circumstances;
- ✓ Pleasant, international and informal working environment, with motivated colleagues and regular social events.

If you meet the above profile, we would like to invite you to apply. Applications (motivation letter and recent CV) should be submitted via email to [recruitment@trinomics.eu](mailto:recruitment@trinomics.eu). Please use the following email heading for your application: **"BD-AQ-001 - NAME APPLICANT"**.

**Only those candidates that meet the requirements will be invited for an interview.** As part of the application process, we will invite the pre-selected candidates to conduct a case study exercise in order to further assess their written and analytical capabilities required for the position.

For more information, please contact Judith Suarez or Koen Rademaekers (Managing Director) via [recruitment@trinomics.eu](mailto:recruitment@trinomics.eu) or +31 (0)10 341 45 92.