

Job Vacancy Description:

Part-Time Jobs

Reference: 24/16

1. Who we are

Trama TecnoAmbiental (TTA), with headquarters in Barcelona (Spain), is an international **engineering and consulting** firm in business since 1986 in the field of **renewable energies** and specialized in distributed generation and energy access for development. TTA's multidisciplinary team has comprehensive experience at both technical and management levels and has been exposed to many international projects all over the world.

TTA has been **pioneer** of **renewable energy-based** microgrids, 100% and/or hybrid, both in concept development, design, and engineering, as well as deployment and dissemination with a clear vision and an approach key to **sustainability and social responsibility**.

Further detailed information at: www.tta.com.es/en

2. Job description and Responsibilities

TTA is seeking these **3 different positions** in Part-Time. Each of these segments describes a different position in which you might be interested.

1. Business Development & Market Analysis:

- **New segments detection**, focusing mostly on the "Clean Cooking", Energy-services nexus: health, food, water, bioeconomy, Distribution Lines, e-Waste Management, e-mobility, floating-PV, etc.
- Support in **CRM and commercial data analysis**.
- **Mapping of opportunities**, actors, etc. using SWOT tools, Porter's 5 forces, positioning matrices, etc. Possible other segments to be defined.
- **Proactive support** in the management of information for the creation of reports to support **business decisions**.
- Manage and **follow-up the opportunities database**, analysis with statistics of trends to provide guidance to Team leaders.
- **Languages**. Fluency in English and French is required.

2. Marketing and Communication Manager:

- Responsible for managing **the communication of TTA's channels, internally and externally** (Website & social media; interviews, videos, and a podcast).
- Coordinating **marketing materials**.
- Design an **integrated communication plan** and keep TTA's image in high esteem.
- **Brand ambassador**. Brand guardian with active support of the TTA team in the preparation, review of PPT's etc. for projects and marketing materials.
- **Computer Skills**. High knowledge in software for creating and editing vector graphics, and design like Canva, Adobe and MS Office Power Point, Word. Inkscape, Gimp, and other graphic, image tools desirable.
- **Languages**. Fluency in English is required. French is desirable.

3. Bid Manager:

- **Determine proposal concept** by identifying and clarifying needs, studying requests for proposal (RFPs), attending strategy meetings.
- **Plan the activities to meet submission deadlines.** Identify sources of information, gathering, writing, reviewing information, entering and monitoring data and coordinating requirements with contributors.
- **Write proposals** including objectives, outcomes, deliverables, etc.
- **Coordinate submissions:** editing and printing.
- **Evaluate and re-design** processes to improve the proposals' commercial rate of success.
- **Languages.** Fluency in English and French is required.

3. Profile

The ideal candidate for this position **will have** the following competences:

1. **Educational Background:** A Master's degree in the appropriate field for the selected position.
2. **Previous Work Experience:** At least 3-5 years of relevant experience in the position of your interest.
3. **Languages:** See position of interest.
4. **Computer Skills.** Proficiency with Microsoft Office tools and Google Drive tools in addition to those indicated your desired position.

It **would be desirable** for the candidate to have the following aptitudes:

1. **Previous Work Experience.** Additional experience in the renewable sector.
2. **Interests.** Passionate about sustainable energy and rural electrification.
3. **Languages:** See position of interest.
4. **Other Skills:**
 - Ability to work with minimum supervision and multiple project tasks simultaneously.
 - Analytical skills in implementing of processes.
 - Methodical and well-organized.
 - Ability to think creatively and learn quickly.
 - Cross-cultural communication and interpersonal skills.

4. Conditions

- **Salary and benefits:** TTA offers a multicultural, friendly working environment with **remote work** possibilities, **flexible working hours**, teamwork, and constant learning. Salary to be defined depending on candidate's qualifications.
- **Time schedule** can be **discussed and arranged** according to the candidate's needs.
- **Starting date:** Immediate.
- **Location:** Barcelona (Spain). Remote work can be considered.

Interested? → Please click on the following link to upload your CV and fill-in the form: <https://goo.gl/forms/i05SOg847G7bsybE3>

Only shortlisted candidates will be contacted.