



Green Enterprise Solutions

Holistic ICT Solutions Provider

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Bid Desk Support – Green Enterprise Solutions

Location: Windhoek

Type: Full-time

Experience Level: Mid (1–2+ years)

Apply Now!



Are you meticulous, organized, and passionate about creating winning proposals? Join Green Enterprise Solutions, Namibia’s trusted ICT partner. We’re seeking a detail-driven Bid Desk Support professional to coordinate tender submissions, manage documentation, and help deliver competitive, high-quality bids.

Our Cultures & Values

At Green Enterprise Solutions, we believe in empowering people and the planet. Our culture is built on:

- **Autonomy:** We encourage self-driven professionals to pursue their passions and make confident decisions that benefit both themselves and the company.
- **Integrity:** We operate with honesty and strong moral principles, fostering unity and trust.
- **Innovation:** Curiosity and creativity drive us to redefine norms and anticipate change.
- **Teamwork:** Collaboration is key, we believe that together, we can create something great.
- **People-Centricity:** We build meaningful relationships with clients, colleagues, and communities.
- **Sustainability:** We actively engage in environmental and social initiatives, from reducing our carbon footprint to supporting digital literacy and education

Why Join Us?

At Green Enterprise Solutions, our focus is on people growth, global expansion, continuous innovation, and operational excellence. Join a forward-thinking team that values collaboration and purpose-driven work, offering a dynamic environment, professional growth opportunities, and the chance to make a lasting impact in Africa’s ICT sector.

Main Purpose of the Job

Bid desk support is responsible for providing essential administrative and operational assistance to the bid desk team within our organisation. The primary objective is to support the smooth, compliant, and efficient execution of the bidding process, ensuring high-quality, professional, and timely submission of all proposals and tenders.

Key Responsibilities and Performance Areas

The core duties of this role centre on coordination, document management, and ensuring bid readiness in a technology-focused environment.

- Manage the end-to-end administrative process for all tenders, RFPs, and RFQs.
- Create, maintain, and manage the central repository of bid templates and compliance documents.
- Act as the central coordinator, gathering and tracking necessary inputs from Sales, Business Development, and other internal technical teams needed for a winning bid.
- Review and proofread all bid submissions for accuracy, completeness, and compliance with the RFP/RFQ, paying close attention to technical specifications and commercial terms.
- Track the status and progress of ongoing bids and assist with performance reporting.



Got what it takes?

What We’re Looking For:

Key Competencies

- High proficiency in standard office software and specialised proposal development tools.
- Expertise in organising and managing large volumes of complex technical documentation.
- Capacity to analyse complex tender documents and extract critical technical and compliance requirements.
- Basic understanding of common IT concepts, service delivery models (e.g., Cloud, Managed Services), and technology procurement cycles.
- Meticulous approach to ensure accuracy and compliance in all commercial and technical documents.
- Excellent ability to prioritise tasks and meet strict, tight deadlines in a high-pressure, fastpaced technical sales environment.
- Strong verbal and written communication skills to effectively collaborate with internal technical and commercial teams.
- Ability to adapt to shifting priorities and urgent demands inherent in the bidding cycle.
- Maintaining the highest standards of confidentiality and professional conduct.

Minimum Requirements

- **Education/Qualification:** A Bachelor’s Degree or Diploma in a relevant field such as Business Management/ Administration, Procurement, or equivalent.
- **Experience:** A minimum of one (1) or two (2) years of relevant professional experience in administrative support, bid coordination, procurement, or a related role. An added advantage would be within the ICT, Telecommunications, or Technology Services sector.
- **Technical Training / Background:** Proficiency with key tools, including Customer Relationship Management (CRM) software, Document Management Systems, and Advanced Spreadsheets/Data Analysis Tools.
- **Industry Knowledge:** Demonstrated familiarity with the structure of Statements of Work (SOWs), Service Level Agreements (SLAs), and common technology sales processes.

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Closing date: 20 October 2025, 12:00

Green Enterprise Solutions (Pty) Ltd is an approved Employment Equity company of which preference will be given to Namibian applicants who meet the minimum requirements. Persons with disabilities meeting the minimum requirements are encouraged to apply for the vacancy / position.