



Tender Specialist (Internship)

GE Healthcare

Co-op/Intern

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2932806

Job Function: Sales

Business Segment: Healthcare Europe

Location(s): Sweden; Stockholm

About Us:

GE Healthcare provides transformational medical technologies and services to meet the demand for increased access, enhanced quality and more affordable healthcare around the world. GE works on things that matter - great people and technologies taking on tough challenges. From medical imaging, software & IT, patient monitoring and diagnostics to drug discovery, biopharmaceutical manufacturing technologies and performance improvement solutions, GE Healthcare helps medical professionals deliver great healthcare to their patients.

Role Summary:

In this Internship you will together with a Nordic team, manage tender publications from identification to submission. You will ensure on-time and complete answers with high quality and in full compliance with internal and local regulations. In this role you will work closely with other teams, including sales and operations.

Essential Responsibilities:

This Internship for 6-12 months is a great chance for you to learn more about the Healthcare industry and important processes, with focus on tenders and quotations.

- Ensure the coordination of the Tenders file fulfillment to provide a qualitative answer on a timely manner to customers leveraging digital tools.
- Ensure tender opportunities tracking, support go/non go and kick off process.

- Ensure T&C review and get approval for any deviation to standard prior submission and document it.
- Provide Sales Operations Support to increase customer facing time.
- Team work with account managers, PMI's and modalities sales & service to get quotes and specifications on time.

Qualifications/Requirements:

- Proficient in use of Microsoft office with speed and accuracy.
- Effective time management and organizational skills; ability to balance multiple priorities with minimum supervision.
- Excellent interpersonal, verbal and written communications skills.
- Strong organizational skills with high attention to details.
- Fluent English and Swedish.

Desired Characteristics:

- Knowledge of procurement and supply process would be an advantage.
- Self-Starter, proactive, able to work independently with minimal direction.
- Ability to quickly identify and prioritize issues, create solutions and meet deadlines
- Team player with strong interpersonal skills, capable of working within a globally diverse team across different time zones.

Locations:

Sweden; Stockholm

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