



Novatek Solutions, a rapidly growing IT company dedicated to delivering high-quality IT products, services, and software solutions, is seeking to recruit candidates for the following positions:

Position 2: Tenders Unit

Key Responsibilities

- Ensure proper documentation and evidence of bid publications.
- Prepare tender documents, process applications, and verify qualification criteria.
- Draft and finalize all relevant tender-related documentation.
- Regularly monitor the Public Procurement Bureau website for updates, clarifications, or modifications.
- Control and upload offers and supporting documents for small-scale procurements.
- Administer tender documentation, including electronic archiving of closed tenders and hardcopy archiving of submitted offers.

Candidate Requirements

- University degree
- Minimum of two years' experience in a similar role.
- Strong knowledge of public procurement legislation.
- Solid understanding of Information Technology, including hardware and software.
- Excellent verbal and written communication skills.
- Proficiency in spoken and written English.
- Ability to work collaboratively and perform under pressure.
- Strong organizational and time management skills.

Qualified candidates should submit the updated CV to the following e-mail address: **info@novatek.mk**

The personal information that you will submit through your application, will be protected and used only for recruiting purposes, according to the legislation for the protection of personal information, the Law on Personal Data Protection ("Official Gazette of the Republic of Macedonia" No. 7/05, 103/08, 124/08, 124/10, 135/2011, 43/2014 and 153/15).