



## Assistant \* Cape Town

A great team is waiting for you! The development of individual software solutions is not only our work – it is our passion. We are enthusiastic about tricky tasks, develop creative solutions and solve the challenges of our customers from different industries together. In an Accso team, you can contribute as you are and constantly develop yourself further.

### About the Role:

**In this pivotal role within the business development function, you'll be responsible for identifying suitable tender opportunities, drafting compelling proposals, coordinating with internal teams and external partners, and leading the end-to-end bid process. This position is ideal for someone with excellent administrative, coordination, and communication skills who enjoys working in a fast-paced, deadline-driven environment and is eager to play a hands-on role in driving business growth.**

### What awaits you:

- **Tender Sourcing and Lead Generation:** Identify and monitor relevant tenders, build a client/partner database, and ensure timely responses.
- **Bid Management:** Oversee the bid process, draft high-quality submissions, and meet deadlines with precision.

- **Stakeholder Engagement:** Coordinate with internal teams and external partners to deliver competitive and comprehensive responses.
- **Administration:** Organize proposal libraries, track bid outcomes, and maintain strong document management practices.

## Minimum requirements:

- Degree or diploma in Business Administration, or a related field.
- Proven experience of 5-8 years in an administrative, project coordination, or sales role (experience in bids/proposals is a plus).
- Strong organizational skills and excellent time management, with the ability to stay focused and meet tight deadlines even under pressure.
- Excellent written and verbal communication skills combined with a high level of attention to detail and accuracy.
- Proactive and self-motivated, with a collaborative and team-oriented mindset.

## What we offer:

- Supportive team environment.
- Opportunities for growth and professional development.
- Exposure to exciting projects across multiple industries.
- Competitive salary and benefits package, including 12 training days per year, Discovery Medical Aid and others
- Modern offices, excellent equipment, height-adjustable desks, creative spaces, and more
- Latest smartphone, laptop and anything else you need to work (also for private use)
- Memorable and family-friendly events, such as summer and Christmas parties or our own conference "AccsoCon"

**It is not so important to us that you meet the job requirements 100%, but that you enrich our team with your talents, your knowledge and your nature and that we grow together. If you find yourself mostly in the job description and would like to start together with other accsonauts, we look forward to receiving your application.**

Apply now

\* For us, it's your talent that does the talking. Gender, origin, beliefs, sexual orientation and disability play no role in our selection process.

## Contact

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