



<https://citycalling.com/jobsearch/bid-coordinator-hertfordshire/>

Bid Co-ordinator, Bishops Stortford, Hertfordshire

Description

The Company

City Calling client is seeking an experienced Bid Coordinator. This is an exciting opportunity for an individual to join a successful and vibrant team.

Bid Co-Ordinator Role Overview

- Promote the company ethos of working in an open, honest and transparent manner at all times.
- Lead and manage the preparation of bids and proposals from tender notices through to submission.
- Lead marketing duties such as case studies, social media management, brochures, news stories and other publications.
- Generally, help promote the business in achieving its growth goals.

Bid Co-ordinator Working Hours

- Monday to Friday, 8am to 4pm for 1hr lunch
- 25 days annual leave excluding public holidays

Bid Co-ordinator Responsibilities

- Reporting to the Commercial Director
- Complete and submit PQQ's/quality bids for new projects, analyse feedback and implement improvements.
- Lead the bid process through planning to completion via liaising with internal staff and external consultants to collate relevant information.
- Actively track leads and manage the tender portals and present suitable opportunities to the company directors.
- Assess tenders to identify the customer's requirements and ensure compliance within the returned bid.
- Attend networking/industry events to promote the business.
- Co-ordinate external freelance resources as and when required.
- Attend live sites to compile relevant information for case studies, bids and other marketing/business development purposes.
- Lead on branding/corporate identity to present a consistent and professional image across the business.
- Manage tender clarifications and ensure these are dealt with in a timely manner.
- Produce/attend post submission interviews.
- Create and maintain historical and live bid library.
- Assist in producing content for the company's website and other social media platforms.
- Manage and co-ordinate internal business events.

Employment Type

Full Time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Construction

Job Location

Bishops Stortford

Working Hours

8 AM to 5 PM

Base Salary

£ £60,000

Date posted

11th July 2019

Valid through

31 August 2019

Bid Co-ordinator Skills And Knowledge

- Excellent communicator both written and oral
- Communicate in a timely and effective manner with all relevant stakeholders
- Experience and background in bid co-ordination, preparation and writing
- Effectively manage time in order to meet deadlines
- Mentor and support others
- Ability to work on own initiative, meet tight deadlines and prioritise workload
- Up to date relevant knowledge of building processes/procedures
- Up to date relevant knowledge of Health and Safety legislation
- Proficient in Microsoft Office (Outlook, word, excel etc.)
- Advance user of InDesign or similar software
- Full UK Driving Licence

Salary

£60,000 (depending on experience)

CONTACT DETAILS

If you meet all the requirements above and are interested in this Bid Co-ordinator role, please email your CV over to hello@citycalling.com and someone from our team will be in contact.