

## Job Overview:

### Bid Coordinator (FTC)

<b>Job Title:</b> Bid Coordinator	<b>Location:</b> King's Cross, London	<b>Company:</b> Gratte Brothers Limited (GBL)
<b>Reporting to:</b> Bid & Opportunities Manager/Estimating & Procurement Director.	<b>Key Stakeholders/Responsible For:</b> Senior Management Team/Clients	

#### Job Purpose:

To support and service new business through the full end-to-end proposal process. This includes the preparation and coordination of activities related to the pursuit of an opportunity, collaboration with internal stakeholders to develop high-scoring responses, the formatting of information into the proposal template and submitting final tender documentation.

#### Key Areas of Responsibility:

- Collaborative working with key stakeholders to facilitate the development of all proposal submissions. This includes managing documentation to internal and external stakeholders, understanding submission requirements, organising and conducting meetings, structuring proposal content, coordinating relevant bid activities and ensuring submission to strict deadlines.
- Using InDesign to build tenders/proposals that are of high quality, reflecting our company values.
- Managing the tender template library, ensuring templates are relevant and kept up to date within the latest brand guidelines.
- Develop high-quality, structure written proposals by coordinating all relevant departments to ensure all activities and content is collated and documents managed to meet tender deadlines.
- Prepare teams for tender interviews and produce the necessary presentation documentation.
- Contribute to commercial activity such as sector analysis, trend analysis and develop strategies to win business for a variety of services.

**Knowledge & Experience:**

- Understands the sales life cycle comprehensively, from opportunity tracking/pipeline and customer engagement to capture planning, competitive tendering, presentations, contract award, implementation, and delivery.
- Experience of following a detailed proposal process from opportunity qualification/request for information (RFI) stage, solution development, bid resource allocation, proposal writing and development, production, submission, and post-tender.
- Demonstrates capability to effectively manage the roles and responsibilities throughout each bid and proposal cycle. This includes proficiency in bid/proposal management, coordinating written responses, document management, graphics, and content base management.
- Extensive experience of using InDesign software at intermediate level for managing and formatting content into the tender templates. This includes working within the brand guidelines, using paragraph style, setting up table of contents and the production of bespoke visual content and infographics.
- Understanding of e-portals, including the downloading of information and communication with the client during the tender period and final submission of the tender response.
- Experience assisting in the dissection of a bid to identify the customer's key requirements and formulate a win strategy for individual proposals/bids.
- Maintains awareness of the importance of handling data, confidentiality, data protection, compliance with competition law, and adherence to commercial policy.
- Demonstrates the ability to produce high-quality and up-to-date content for bids and evidence-based case studies.

**Attributes & Skills:**

- Excellent organisational and time management skills are required to handle multiple activities simultaneously and prioritise one's own and others' workloads. This includes setting milestones and managing workloads independently.
- Demonstrated ability to meet bid submission deadlines in accordance with guidelines and instructions.
- Proficient in creating and utilising a bid plan timetable and responsibility matrix, ensuring remote teams adhere to the process and deadlines.

- Contribute to the proposal project timetable by collecting data in a timely manner from various parties within the business, including sub-contractors, consultants, and internal subject matter experts.
- Posses good creative writing skills, an excellent grasp of grammar, and an exceptional eye for detail.
- Able to use a range of tools, methods, and search engines for analysing and assimilating data, such as competitor analysis or customer research.
- Demonstrate good verbal and written communication skills, maintaining professional communication with colleagues at all levels of the business.
- Ability to work and engage with colleagues and virtual teams leveraging relationships and networks to support information gathering and writing.
- Demonstrate a willingness to continuously seek new and improved ways of working, while considering underlying best practices.

**Qualifications:**

- 3 years of experience in bid/proposal coordination.
- InDesign – intermediate level.
- Microsoft Word/Excel – intermediate level.
- GCSEs and A-levels or equivalent.
- Certificate in Marketing or a similar field

*This is a broad overview of the position and does not encompass all aspects of the role. Gratte Brothers are an equal opportunities employer and welcome applications from all.*