

# Job Overview:

## Bid Coordinator

<b>Job Title:</b> Bid Coordinator	<b>Location:</b> Regent's Wharf – King's Cross	<b>Company:</b> Gratte Brothers Specialist Services
<b>Reporting to:</b> Commercial Manager	<b>Key Stakeholders:</b> Employees, clients, Finance dept., Estimating dept.	

### Job Purpose:

The Bid Coordinator will work alongside the Commercial Manager and other key stakeholders across the Company to produce tenders and proposals to a very high standard. As a Bid Coordinator, you will provide full generalist support to the commercial activities of the Company. You will build strong working relationships with clients, suppliers, and employees. You will be confident in managing a diverse workload and seek to build knowledge and understanding of the industry. With this newly formed knowledge and these relationships you will seek continuous development within the estimating profession.

### Key Areas of Responsibility:

- Production and delivery of compliant, professionally produced proposals within customer defined timeframes.
- Coordinate proposal input from a variety of stakeholders, typically involving contributions from Sales, Solutions, Marketing, Product, Finance, Commercial, Legal, and project delivery teams.
- Ownership of collaboration tools, document management, version control, and best practice.
- Ensure proposal documents follow corporate branding guidelines, standard formatting, and quality standards.
- Provide advice on flow, language, and grammar to content owners.
- Consolidate sections and/or documents developed by other team members into the required tender format.
- Maintain, make available, and back-up master document sets.

***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.***

**Knowledge & Experience**

- Previous experience of administration gained within an office environment.
- Previous exposure to bids or tenders.
- Good level of knowledge of MS Office programmes.
- Experience of using SharePoint (desirable).

**Attributes & Skills**

- Excellent verbal and written communication skills.
- Good organisational skills, able to manage a busy workload.
- A calm and professional telephone manner.
- Able to work as part of a team.
- Flexible; able to adapt to changing priorities.
- Diligent and professional approach to work.

**Qualifications**

- GCSE or equivalent in English and Maths, A\* - C.