

## Bid Coordinator

### **A bit about the role...**

As a Team, we are all in it together; we will often work hard, which means a few late nights in the office, but we play hard as well – we're a laid back team that enjoys a good laugh and we support each other at every step to ensure that we consistently deliver great work in line with our great company brand. As the title suggests, a high level of organisation, time management and attention to detail is pivotal to your success in the role. Essentially, your responsibilities will include:

- Researching our prospective customers and carrying out basic analyses
- Keeping the Team organised and aware of meetings, presentations, etc.
- Maintaining our Bid Tracker and keeping the Team on course with deadlines
- Proofreading, publishing (e.g. binding hard copies) and administrative support
- Coordinating and collating information for PQQs, RFI's, RFQ's, ITT's, etc.
- Liaising with internal colleagues (and external bid functions) for tender information
- Providing information in the preparation of presentations and submissions
- Assisting in the preparation and rehearsals of presentations
- Help to ensure documents are received back in good time before deadline
- Working with the marketing team as and when required
- Research for relevant Tender opportunities on a daily basis (e.g. portals)
- Help to maintain and update all information in the bid library

### **A bit about you...**

We are looking for someone with strong administration skills to keep the team organised and help us keep on top of multiple deadlines. The Tenders environment can be a bit challenging at times, so a strong character with the ability to handle pressure and looming deadlines is vital in ensuring that the Team is always on target and delivers on time. In addition, you will at times be responsible for chasing colleagues for input and content, so a bit of 'gusto' will go a long way in helping us get the information we need, when we need it. Ideally, you would have the following skills and attributes:

- Firm command of the English language
  - Strong organisational and communication skills with attention to detail
  - Excellent proof reading and writing skills
  - Knowledge of MS Office packages
  - Some commercial awareness; however training can be given
  - Must be able to work on own initiative and be a self-starter
  - Ability to work well under pressure and proven experience of meeting tight deadlines
  - Flexible when required with working hours to ensure deadlines are met
  - Good time management and organisational skills
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- Have a positive and professional approach to all aspects of work

This is a fantastic role with clear paths of progression; reporting directly to the Bid Manager, you will be mentored in our brand, tone of voice and writing style – helping you evolve to your skillset and in time, become a Bid Manager yourself!

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