

## BID CO-ORDINATOR

JOB REF: 0712

Our client is a highly skilled process engineering company, with specialist skills in water treatment, energy, environmental and facilities engineering solutions.

### Job Purpose

The main purpose of this role is to coordinate and write high quality bid documentation, with the aim of supporting the team to win new business in conjunction with the Commercial Team.

In addition, the post holder will be required to provide support to the Business Development Team to ensure new market opportunities and to develop and promote the profile of the company. The post holder will also be required to support and assist with the marketing strategy for the company when required.

### Responsibilities:

- Monitor, scan and identify opportunities through current portals, identifying potential new portals to expand sales opportunities for the company.
- Maintain login details in respect of portals, update and amend documents as required e.g. insurance and health and safety.
- Assist with the preparation of prequalification and tender submissions by ensuring accurate and timely information to support the submission.
- Write non-technical aspects of prequalification and tender submissions.
- Liaise with various teams both internally and externally, where appropriate to compile tenders.
- Ensure all information is accurately reflected in the tender documents before final review, including document track list.
- Coordinate the timely return of requests for proposals.
- Track and follow up on progression of tender opportunities throughout the tender process and record on company system.
- Maintain a tender bank inclusive of current and accurate information for inclusion in future bids and tenders.
- Seek feedback on unsuccessful tender submissions and apply information to drive improvement in the future.
- Ensure contract awards are recorded as per internal processes.
- Provide monthly reports to our customers where required.
- Provide general support (when required) to the Business Development Team in researching, identifying and contacting prospective customers within Ireland, UK and further afield.

- Provide general support (when required) to the Marketing Team in the development and implementation of the company marketing plan, including conducting market research.
- Assist in the preparation of reports and the preparation of agendas and minutes for meetings as required.
- Promote the company positively at all times through the company values and strive to maintain and build upon the excellent reputation of the company.
- Conduct yourself in a trustworthy, reasonable and responsible manner when undertaking your duties.
- Promote a good and harmonious working environment where all are treated with respect and dignity and in which no form of intimidation or harassment is tolerated.
- Abide by all company policies and procedures and ensure that these are implemented in the area of responsibility.
- Within the context of the post, ensure full compliance with company health and safety requirements.
- Participate in staff development and training events.
- Any other duties deemed necessary with the post holder competency to ensure the effective operation of your role within the company.

### Person Specification

- 2+ years' experience in a similar role.
- Degree educated (Business or equivalent) or 4+ years' experience in a similar role.
- Grade C or above in GCSE Maths and English.
- Good report writing and literacy skills.
- Strong planning and project management skills.
- High degree of self-motivation and tenacity with attention to detail.
- The ability to engage and drive the team to produce quality outputs and meet deadlines.
- Strong communication and interpersonal skills with a proactive and flexible approach.
- Enthusiasm with the ability to manage excellent relationships internally and externally.
- Ability to meet multiple deadlines and multitask.
- Ability to work as part of a team and autonomously.
- Knowledge of the construction / engineering industry.
- Access to a car and willing to travel when required.
- Experience in marketing (including digital marketing). (Desirable)

Contact Donna on 028 8676 0044 for a confidential chat or submit your CV via the link.

***The Company reserves the right to vary criteria at the shortlisting stage.***

***Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.***

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