

Bid Writer

May 2021.

Our construction company focuses on several industry sectors, namely residential, education, health, care and commercial. Schemes are predominately of a Design & Build arrangement with the occasional traditional project awarded. Due to the ongoing ambitions of our company, we are seeking to expand our existing Business Development team. We are keen to maintain our existing client base while expanding with new clients in our chosen sectors.

This role will offer excellent job variety and Kind are excited to be advertising this position to interested applicants.

Competitive package offered - Closing date 21st May 2021.

Email your CV to BidWriter@Kind-Build.com

No Agencies please.

Key skills

- Previous experience
- Good organisation skills and work ethic (aptitude and attitude)
- Good communication skills both written & verbal.
- Fully conversant in Microsoft 365 suite
- Experience with 'Adobe InDesign'
- Data base knowledge - Deltek PIM (Workspace) is preferred but not essential.
- A good 'team player', able to work independently and as part of a team.
- Self-motivated
- Flexibility / adaptability to a wide variety of tasks

Place of work

- Head office Leytonstone E11 3EQ

Job Description

Job title: Bid Writer

Responsible to: Business Development Manager

Key Responsibilities:

- Producing Tender / Proposal Documents
- Writing narrative and completing Pre-Qualification Questionnaires
- Designing Proposal Documents in line with company branding
- Liaising with clients via email and telephone
- Holding project start up meetings and producing tender deliverables sheets.
- Writing narrative and completing Tender Submission Documents
- Creating Post Tender Interview Documents
- Creating Mid Tender Interview Document
- Working alongside Pre-contract team to identify new work opportunities and create initial marketing responses.
- Updating web-enabled databases so that information can be seen and shared.
- Liaison with other offices, sharing information and promoting the Group and producing brochures to use when engaging prospective clients.
- Creating presentations and proposal documents (full training given if required)
- Using the internet to research, source and compile information on potential clients and projects
- Working with the pre-construction and marketing teams to help produce colourful, detailed submissions for tenders.
- Gaining a good understanding of the company, its systems and various documentation

- General - Filing documents under the correct category and in the correct location on the internal electronic filing system
- Support the business development function within the business as directed by the BD Manager.
- Support as directed with all internal and external marketing events and material.
- Support in the updated and maintaining/monitor the subscriptions and memberships, construction line, Exor, etc.
- Support in the information required in the publishing of both internal and external news stories citings etc.
- Monitoring external portal activity such as downloading SQ's/PQQ/ITT information, uploading document on support of SQ's/PQQ/ITT etc. this also included the KDC activity.
- Maintaining a master contact list via workspace for new contacts both individuals and company details, correcting errors as and when identified.
- Collection of new project details for onward submission to external marketing co. for inclusion on web site and other social media.
- Ensuring that all new and updated accreditations are on display in the office and web site via external marketing co.
- Uploading and maintaining post project reviews on workspace
- Coordinating with different teams and departments within the company to ensure the smooth running of the business development department.
- Promoting the good name of the Company to all and dealing in a professional but courteous manner with all callers and visitors
- Ensuring compliance with the Company's Health and Safety Policy
- The above summary is meant as a guide. It does not place any restriction on your duties and responsibilities. Circumstances may dictate that they may be varied or amended as appropriate.

Relationship Management:

- Work collaboratively with colleagues, suppliers and stakeholders in respect of industry initiatives and impact of potential change to the business which should be communicated in a timely fashion.
- Build, maintain and manage supplier relationships whilst ensuring good communication is maintained with all impacted stakeholders.

Personal Management:

- Comply with company Health, Safety and Environmental Policies.
- Proactively contribute to the team and maintain a collaborative approach to working with others.
- Resilient, self-motivated and able to work under pressure.
- Continue to broaden knowledge of industry technology advancements.
- Keen attention to detail and accuracy.
- Maintain commercial awareness including problem solving abilities.
- Strong, communication, interpersonal and influencing skills to be always maintained.

The above summary does not place any restriction on your duties and responsibilities, it is only intended as a guide. Circumstances may dictate that they may be varied or amended as appropriate.