

Vacancy

Job Title: Bid Manager

Job Type: Full-time, Permanent

Location: Glasgow or Perth

Salary: up to £55K (depending on experience)

Benefits: 20 days' holiday plus eight bank holidays

Overview:

This is an exciting opportunity to join us as a bid manager in a team that is growing in multiple sectors.

We are seeking not just a Bid Manager, but a unique individual with a passion for creative writing, but with a good knowledge of FM and M&E public contracts.

Using your skills for writing you will work on every element of the bid writing process, producing bespoke, high-quality PQQ and tender submission that not only meet requirements of the bid but sell the business in a way that aligns to our companies aspirations to be sector leading.

Reporting to the Head of Commercial you will be responsible for ensuring that company PQQs, ITTs and presentations are written, prepared, presented and delivered on time to the highest possible standard.

Primary Duties:

- Reviewing tender documents and extracting key information from them
- Researching potential clients and developing an understanding of their requirements
- Organising and driving bid kick-off meetings in conjunction with the sales lead and other bid contributors
- Complete PQQs and ITTs by sourcing and collating the requested information
- Submit PQQ / ITTs in the required format before set deadlines
- Taking raw text and turning it into a persuasive and informative piece of writing
- Developing and contributing to bid win themes and proposals
- Creative design and layout of tender and presentation responses
- Managing/coordinating the entire bid process from start to finish
- Monitoring and tracking of all bid submission and developing a reporting system to track performance.

The Successful Candidate:

- Outstanding organisation and project management skills
- A high-level of IT literacy, particularly in MS Word, Excel and PowerPoint
- A keen eye for detail
- The ability to focus and remain calm when working to tight deadlines in a fast-paced environment
- Excellent written and verbal communication skills
- Experience of the bid/tender process and bid writing is highly desirable
- Educated to degree level or equivalent
- Is a member, or is working towards membership, of a professional body such as APMG or RICS.