

BID COORDINATOR



Job Reference Number: RPA.BS103

Job Title: Bid Coordinator

Contract Type: Full Time Permanent Placement (subject to Probation Period).

Summary:

RPA Group are an independently owned Chartered Surveying practice who provide a comprehensive range of Quantity Surveying and Project Management services. From our three offices in Cardiff, Bristol and London our geographic reach covers the whole of Wales and the southern half of England, for a wide range of both private and public sector Clients.

We've taken on new, innovative ways of working to deliver our services and we've created a new strategy to target key areas of growth for the business.

We're not a giant corporation with faceless, nameless individuals, neither are we a small firm offering little scope for advancement. Our company is of a size to offer stability along with agility and dynamism, career progression, openness, self-empowerment and versatility. You'll be valued as an individual, supported and mentored by the best in the field whatever your experience level.

The Position:

This is a full-time role ideally based within commutable distance of our Cardiff head-office. The role can be a combination of office and home-based working at this time. Candidates may be required to travel as restrictions are eased across the UK.

As the Bid Coordinator you will be responsible for leading on and coordinating the preparation of bids for a mix of public and private sector projects and frameworks. Part of your role will also be to help identify business and future framework opportunities. Liaising with senior professionals to ensure bids are delivered on time and to a high standard.

The job will suit someone who is looking for an opportunity to use and develop all their bidding and tender preparation skills.

Key Responsibilities:

- Frameworks – principal contact responsible for liaising with framework staff;
- Tenders – Monitor tendering opportunities and manage bid submissions;
- To generate attractive and meaningful proposal and bid content, including crafting words, tables, summaries, briefings and reports – with a focus on generating winning proposals;
- The ability to use word and excel to a high degree, creating attractive and informative documentation, integrating photographs, charts and documents;
- You will create Bid content by collating and updating case studies, career summaries, testimonials, templates for standard tender questions, project planners, policies, organisational structures etc;

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- Co-ordinate all parties involved in the bid process against a Bid plan ensuring everyone is aware of the requirements and any deadlines that are required to be met;
- Engage with client tender seminars and webinars, liaise with clients and submit regular framework reports, as required;
- Co-ordinate specific audits, as required;
- Monitor success of tenders through regular management reporting.

Key Requirements:

- Relevant experience in bid management and proposal writing for public and private sector contracts;
- A Degree in a related area is desirable;
- Good level of education including C or above in Maths and English or equivalent;
- Superior knowledge of IT packages including Microsoft.

Further Requirements:

- Be proactive and hands on;
- Excellent communication skills, confident and professional on the telephone and in email correspondence;
- Good organisational skills. The ability to manage time effectively, prioritising tasks to ensure deadlines are met;
- Able to build and maintain relationships at all levels;
- Able to write articulately and produce numerical information;
- Be highly organised and able to work to a deadline specific workload.