

Bid Submissions Coordinator

NORTH WEST

Closing Date: 21st January 2022

Quote: PS/BSC



Seddon

People Matters



25 DAYS
HOLIDAY



PROFESSIONAL
DEVELOPMENT



OCCUPATIONAL
HEALTH



LIFE
ASSURANCE



PENSION
SCHEME



EYE CARE
VOUCHERS



SEDDY
SAVINGS



PRIVATE
HEALTHCARE

I Bid Submissions Coordinator

To produce professional documentation to promote Seddon both internally and externally as part of the overall win work strategy. Uphold and communicate the values and culture of the Seddon Brand. Position Seddon as the contractor or choice.

What you'll do

- Manage a shared mailbox and identify opportunities for bid submissions
- Research potential projects and customers
- Develop bid winning strategies
- Conduct research and brainstorm key points to include in the bid
- Question analysis, writing and editing proposals and supporting documentation (eg case studies, CVS's)
- Produce graphics, including infographics, charts and tables
- Prepare and maintain the bid deliverables schedule, monitor tasks and deadlines

Have you got what it takes

- Do you want to be part of a team who welcome new ideas and creativity
- Do you want to work in an environment that encourages personal growth
- Are you a creative independent thinker, who is outspoken and not afraid to express yourself
- Do you have a strong knowledge of bid writing principles and ability to translate for a wide range of subject matters
- Do you have a proven ability in planning, producing and delivering compliant proposal documents
- Can write with pace, punch and power
- Do you have the highest levels of attention to detail
- Can work under pressure, are deadline-driven and committed to excellence
- Do you have a good knowledge of the English language and excellent written communication skills
- Do you have experience of the Microsoft Office suite and have used Adobe InDesign and Photoshop

| APPLY NOW

Reporting to: Pre-Construction Director

Location: Bolton

How to apply: Please email CV to careers@seddon.co.uk - quoting job reference - PS/BSC

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