

Bid Submissions Coordinator

NORTH WEST

Closing Date: 17th September 2021

Quote: HP/BSC



Seddon

People Matters



25 DAYS HOLIDAY



PROFESSIONAL DEVELOPMENT



OCCUPATIONAL HEALTH



LIFE ASSURANCE



PENSION SCHEME



EYE CARE VOUCHERS



SEDDY SAVINGS



PRIVATE HEALTHCARE

| Bid Submissions Coordinator

To produce professional documentation to promote Seddon as part of the overall win work strategy. Uphold and communicate the values and culture of the Seddon brand and position Seddon as the contractor of 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 generate key points to include in the bid
- Question analysis, writing and editing proposals and supporting documentation (eg case studies, CVs)
- Produce graphics, including infographics, charts and tables
- Prepare and maintain the bid deliverables schedule, monitor tasks and deadlines
- Manage and keep up to date a Client Relationship Management system

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 you write with pace, punch and power
- Do you have the highest levels of attention to detail
- Can you 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: Bid Manager

Location: North West

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

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