

BID MANAGER

USUAL RESPONSIBILITIES INCLUDE

- Managing and leading the bids/proposals process across the firm
- Monitoring external listings of tenders; conducting preliminary enquiries; recommending approach
- Developing innovative responses to RFTs
- Acting as the central point of contact for requests for BD information
- Monitoring the effectiveness of the bid process
- Recommending allocation of work based on a firm-wide view of bid/proposal activity
- Liaising with relevant managers to ensure all proposals are appropriately resourced
- Reviewing current systems, processes and tools and proposing amendments to meet business needs
- Coordinating regular meetings for bid/proposal specialists in the BD team
- Training and coaching Fee-earners, BD and other relevant staff in bid processes and bid management
- Ensuring all material meets firm brand and language style guidelines
- Keeping abreast of trends in the area of pitching and tender responses
- Providing reports and analysis as required
- Managing 3rd party suppliers and systems

COMMONLY ASKED FOR QUALIFICATIONS AND EXPERIENCE

Education:

- Tertiary qualifications in Marketing, Communications, Business or a related discipline

Experience/Skills:

- 4-5 years experience working in a professional service environment or partnership
- A successful track record in managing major tender responses
- Excellent written and oral communications skills
- Excellent Leadership, influence and persuasion skills
- Project Management and project planning
- Analysis and problem solving skills and the ability to work at a strategic level
- Quality Orientation; high attention to detail
- Excellent PC skills, as well as a good working knowledge of Photoshop, PowerPoint, and desktop publishing.
- Business Acumen
- Creativity
- Coaching/ Mentoring ability
- Team Player

