BID & PROPOSAL ADMINISTRATOR – JOB DESCRIPTION

BACKGROUND INFORMATION

POSITION:	Bid & Proposal Administrator
FUNCTION:	To effectively provide administration support to the Bid & Proposal Team when completing questionnaires, pre-qualifications, tenders and commercial proposals for current and potential customers.
LOCATION:	Head Office, Glasgow
REPORTING TO:	Bid & Proposal Manager
LIAISING WITH:	All Departments

RESPONSIBILITIES

- Checking daily sources for new tender opportunities
- Completing customer questionnaires and compliance documents
- Maintaining central register of all tenders being submitted and outcomes of these
- Ensuring all policies are in date and liaising with other departments for new certificates
- Annual maintenance of Business Reports folder
- Assisting in the preparation of Group PQQ's, tenders, proposals and account renewals
- Assisting with the updating of Local Authority central information spreadsheet
- Assisting with monthly Local Authority revenue checking
- Ensuring compliance with company policies and commercial requirements
- Ad Hoc tasks as required

PERFORMANCE INDICATORS

- All deadlines met to a high standard
- Ensure sufficient time for Bid & Proposal Manager to review
- On-going management appraisal
- Tender Process optimised
- Administration systems optimised