

Bid Proposal Writer Job Description

Glenman Corporation have a brilliant opportunity for a Bid Proposal Writer to join their construction company in Galway City. Glenman Corporation are looking for a Bid Writer to support the business and submit customer-centric PQQs, tenders and related documents in order to enable the bid teams to respond to the customer's needs.

The selected candidate will have the following roles and responsibilities:

- Manage pre-qualification questionnaires (PQQ's) and Suitability Questionnaires (SQ's) and Tender Quality Submissions (TQS's).
- Administer PQQ, SQ and TQS documentation from registering the receipt of initial documents to the filing of the submission.
- Prepare, write and edit the pre-tender and tender responses including layout and presentation submission.
- Write bespoke elements of quality driven bids.
- Coordinate, proof read and edit technical documents prepared by others to ensure compliance with PQQ/RFT/ITT deliverables.
- Manage tender portals
 - New opportunity alerts
 - PQQ/Tender clarification alerts
 - Post Tender clarification alerts
- Disseminate tender information and post tender clarifications to the relevant internal project bid team members.
- Prepare presentations – for pre-tender and post tender interviews / meetings – in soft and hard copy formats as necessary/prescribed.
- Enhance the quality of submission documents – improve graphics and best practice methodology- to achieve professionally designed bespoke bid submissions.
- Analyse and understand PQQs and tenders scoring criteria and client requirements as well as preferences of the target audience.
- Conduct research by interviewing contributors and gather information from a variety of sources.

Candidate Requirements:

- Minimum Leaving Certificate and educated to degree level.

- Previous experience in a bidding environment (Specific Construction Experience is desirable.)
- Excellent written English, with excellent attention to detail.
- Proven abilities in a professional writing capacity, delivering high quality narrative to tight deadlines.
- Excellent analytical skills with the ability to articulate bid strategies.
- Proficient using Microsoft Word with InDesign skills an advantage.
- Good organisational skills.

To apply for this position, candidates must be eligible to live and work in the Republic of Ireland without Visa restrictions.

To apply for this position please email your CV and cover letter to info@glenman.ie

Glenman Corporation Ltd
Merrion House, Tuam Road,
Galway
T: +353 091 780100
E: info@glenman.ie
www.glenman.ie