Bates Wells Braithwaite

Job Description

Job Title: Bid Coordinator

Reports to: Business Development Manager

Direct Reports: None

Job Purpose

To be responsible for the efficient and effective running and management of the entire bid process, ensuring a high level of excellence at all times.

The Role

Key responsibilities and duties include:

- Lead on, write and project manage bids and proposals from beginning to end.
- Play an advisory role on bid strategy, including bid/no bid decisions, pricing, coaching on dress rehearsals and collating bid feedback.
- Work on and promote bid best practice initiatives
- Responsible for the quality of all aspects of the bid, including written documentation and face to face presentations.
- Co-ordinate all parties involved in the bid process to ensure everyone is aware of the level of contribution expected of them and deadlines.
- Ensuring that bids are submitted on time and are as complete and accurate as possible, whilst also best reflecting the firm's services and abilities
- All bid documentation must be clear, concise and - crucially - compelling.
- Source and co-ordinate design input to ensure the visual standard of all documentation and presentation material is engaging.
- Be the first port of call and key advisor to a number of firm departments / sector groups.
- Attend departmental BDM meetings and liaise with the head of the department or sector team and the 'BDM champion' within those departments.
- An important task is to help these departments/groups to implement the tactics and actions of their business plans and to assist in further developing their plans.

The BDM Team

For the strategic and advisory aspects, this role partners with and is supported by the BD Manager. Operational assistance in terms of workload and amendments can be delegated to the 2 BDM assistants.

Person Specification – experience and attributes required:

- Solid, proven experience working in a professional services or b2b environment in either a BD or a Bid role
- Degree educated or equivalent is desirable
- Awareness of latest developments within Business Development and Bid Management fields
- Excellent communication skills, both written and verbal
- Confident and highly motivated individual with a proactive attitude

- High levels of attention to detail
- Proven project management skills with an ability to manage workloads efficiently and in a timely manner
- Client relationship focused and a great commercial awareness
- Exceptional interpersonal skills, demonstrating professionalism in all dealings
- A self-starter, able to demonstrate high levels of initiative and motivation, but also work closely with other team members
- Ability to influence and persuade others
- Interest in and commitment to, the success of the firm
- Understanding of and commitment to BWB's values and principles which can be seen at www.bwbllp.com
- The flexibility to work outside normal office hours as may be required from time-to-time