



## Bid Co-ordinator

We are looking for an ambitious, self-motivated and enthusiastic individual with a proven track record in bid writing and co-ordination to become part of the Mckeon Group team.

Competitive salary based on experience and qualifications.

### Overview:

- Co-ordinate bid/contract opportunities for the group.
- Ensure proposals are developed and submitted in a timely and cost-effective manner, in accordance with an agreed strategic direction, and meeting the stated deadlines of the client.
- To liaise with the Project Management team to identify and build a project specific response as per the MEAT criteria in each RFT document.
- Manage standard bid process for each department.
- Support Business Development in developing new business potential and opportunities with new and existing customers.
- Liaise with marketing to ensure that bid output matches the group and departmental value propositions.

**Reporting to:** Group Business Development Manager

**Location:** Head Office Ashbourne (Some remote working a possibility)

### Responsibilities:

- Daily e-Tender Review & opportunity summary share
- RFT summary and Bid/no bid opportunity share
- CRM Data entry and monitoring of department virtual “whiteboards”
- Preparation of bid documentation
- Management of the bid process:
- Documentation management
- Co-ordinate ownership requirements for preparation of bid documentation
- Schedule and Convene bid and project team meetings
- Submission requirements
- Ownership of prequal and tender process and submissions
- Pre-bid client research & alignment of company values/strengths
- Pre- and post-bid business presentations
- Writing / tailoring tender content & executive summaries
- Post-tender debrief & lessons learned
- Manage and communicate RFIs to and from external consultants, architects and clients
- Write sector-specific company CVs for tender issue
- Write project case studies on completion
- Support internal EHSQ documentation production/management
- Build a structured bid library, response templates, manage ongoing updates and improvements collaboratively
- Submit applications to various industry awards and prepare content for industry articles
- CRM activity & pipeline / win reporting
- Generate reports for the Senior Team
- Sales versus target
- New proposal activity



- Other KPI's
- Attend and participate in weekly office sales meetings

### **Requirements**

- Proven track record in bid writing and co-ordination
- Minimum 5 Year's experience(Service industry experience is essential)
- Ability to understand and leverage existing Company systems to provide solutions to the business and recommend new systems when required
- Excellent attention to detail and organisational skills
- Must have clear and professional communication skills (written and oral)
- Extremely proficient user of Microsoft Office suite (Word, Excel, Outlook, Powerpoint) – MS Project would be an advantage
- Effective communication and interaction with employees, clients, and colleagues and the ability to work effectively with all levels of the organisation
- Ability to balance multiple tasks with changing priorities
- Self-starter capable of working independently and ensuring to meet deadlines
- Adherence to all company policies as outlined in Employee Handbook
- Other Duties as required by management

### **Salary DOE**

