JOB AND PERSON PROFILE FOR: BID ADMINISTRATOR

Service Stream:	Commercial – Business Development
Salary:	Circa £20,000 per annum
Location:	Ipswich
Hours per Week:	37.5
Status:	Permanent

Main Purpose of the Job:

- Provide administrative and co-ordination support to the business development function of Vertas
- To have ownership of the bid administration process for tender opportunities and completion of tenders, pre-qualification questionnaires and document compliance and production
- To manage and continuously update the Bid Library to ensure that 'standard' bid materials, policy documents and procedures are current
- To liaise with the Vertas Design and Print team re the 'look and feel' of individual client proposals and the production of high quality, complete and accurate tender submissions.

Key Relationships:

- Reporting to the Senior Business Development Manager
- Working with the Business Development Managers and Sales Graduates
- Group Commercial Director
- The 3 Regional Heads of Service (RhoS)
- Vertas team Supervisors / Managers
- Staff in own and other company areas
- Clients and stakeholders.

Main Activities and Responsibilities:

Specialist Requirements;

- Customer Relationship Management administration and report generation (CRM) to support the business development team and monthly reporting
- Work with the Communications Manager and Business Development team to support marketing campaigns using the CRM system and data
- Compliance to the ISO document control and business development processes
- Liaison with Vertas design department on production of timely, quality proposals and tenders
- Market Intelligence and data gathering – inputting into Salesforce (CRM)
- Client and Consultant information gathering and data collection
- Tracking and responding to advertised tenders that fit within our Vertas Business Plan and Strategy
- Sales tender and proposal production
- Proof reading (red reviews) of completed documents prior to dispatch

- Active management of each bid's time lines to ensure all bids are presented to the client ahead of the deadline
- Create a bid library of supporting materials, standard responses, certificates etc. and keep it up to date
- Marketing event management - seminars, networking events etc.
- Support the collation of presentation materials and the creation of PowerPoint and Prezzi presentation slides and booklets
- Inputting of any Purchase Order requests from the Commercial team into the Exchequer finance system
- Any other reasonable request from the Senior Business Development Manager or Group Commercial Director

Level of Autonomy and Decision Making:

- Direct reporting line to the Senior Business Development Manager
- No direct budget responsibility
- Responsible for creating compliant tenders and client proposals across the Vertas services.

This job description is current. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Vertas Limited.

PERSON PROFILE	ESSENTIAL	DESIRABLE
Education & Qualifications	• NVQ Level 2 in an appropriate subject, i.e. Business Administration / Customer Services or equivalent knowledge and experience. • Good level of literacy & numeracy	• NVQ Level 3 in an appropriate subject or equivalent knowledge and experience • European Computer Driving License (EDCL) or equivalent
Specialist Knowledge & Skills	• Good working knowledge of Microsoft packages, e.g. Word, Excel, PowerPoint, Outlook etc. • High level of accuracy skills in completing complete tender paperwork • Ability to assimilate information quickly • Ability to prioritise own workload, managing a range of projects effectively and within agreed standards and deadlines • Ability to interpret information given by others and present it clearly both verbally and in writing • Strong PowerPoint and Excel capability	• Experience of completing tender documentation • Prezi • Good eye for design and document formatting
Interpersonal & Communication Skills	• Excellent written communication skills • Ability to communicate effectively with a range of internal and external people at different levels both verbally and in writing • Able to communicate at all levels within the company in the preparation of items including tender documentation and presentations • Good time management skills in order to prioritise and effectively manage own workload to ensure deadlines are constantly met	• Project management experience and managing various 'inputs' into a single document
Relevant Experience	• Demonstrable experience of working in a sales and marketing department environment • Bid writing and bid management • Ability to plan and organise own workload, taking responsibility for delivery of tasks. Where appropriate, support colleagues in managing their workloads.	
Additional Requirements	• Willingness to develop knowledge and understanding of the services provided by Vertas • Willingness to learn relevant procedures and systems • Flexibility regarding working hours in order to achieve deadlines and attend meetings • Understanding of the importance of maintaining accuracy • Commitment to equality and diversity	

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.

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