Job Role:	Junior Bid Writer
Working Hours:	Monday-Thursday 9-5:30pm (including 1 hour for lunch) and Friday 9-5pm (including 30 minutes for lunch)
Line Manager:	Procurement & Content Manager
Salary:	£18,000 (depending on experience)
Location:	Durham Head Office, with occasional travel
Holidays:	20 days per year plus bank holidays (3 days must be kept for Christmas shut down)
Required education:	Degree level minimum
Driving license:	Essential

Company description:

Hudson Procurement Group is a business development agency specialising in procurement and tendering. We currently have 10 technical products, another four in development and a consulting offering.

We have an ambition to become a billion-pound group in next 15 years and to do that we need dedicated and focused staff to work with us and become a core part of our growth and development.

Person specification:

We only require highly professional individuals to work for our Company. We support some of the biggest companies in the UK down to small SMEs, but our service level remains the same.

We strive for perfection when it comes to customer service so the successful person in this role must be a perfectionist and like to dot the I's and cross the t's every evening before going home.

This person will take pride in their work and celebrate their successes and have an ambition to grow their career alongside the successful growth of the company.

This individual will have an interest in technology and bring ideas to the table to support with the development of our customer communications. We have a policy that all suggestions are worth hearing and we want to hear everyone's ideas for improving what we offer to our customers.

You must dress smart, act professional and be focused on building a solid career as well as willing to work the extra hours needed at times to deliver your role.

This role is only suitable to someone with excellent English writing skills and first class verbal communication as client contact is a huge part of this role.

Job specification:

The role will change daily so you must be adaptable and change must not frighten you as our constantly evolving business is constantly changing (for the better). You must have an abundance of common sense, be bright, willing to learn and take strong notes to ensure our director and management team do not need to repeat actions and activities.

Due to the diverse nature of this role, you will play a key part in tender writing for multiple clients in multiple businesses, so strong client management/verbal communication skills are essential.

The ideal person for this role will be highly motivated, innovative, customer focused and have a 'can do' attitude. This person must not be afraid of deadlines as the role will need you to meet daily deadlines which cannot be changed.

It's critically important you can 'speak the language' when communicating with clients and internal team members, ensuring you breed confidence in your approach. Therefore, excellent communication skills are a must, both verbal and written. Full training however will be given on this as you will not be expected to know this from day one.

You will have a keen eye for detail and work towards quality processes.

In the early days of your career with us, you will be responsible for elements of an overall tender, before moving onto writing bids from start to finish following a solid training programme.

The successful candidate will be able to write good, solid content, which is concise and compelling, even when under immense pressure to meet a deadline.

Following a six months training programme, we would expect you to be able to write a bid which pulls together factual information from a variety of sources in a format which is both interesting and comprehensive. Researching and finding information from previous documents will be a key part of this role.

It is important that you understand that this is an exceptionally busy role and the perfect person will:

- have experience of working in a professional environment which does not necessarily need to be procurement and tendering
- be efficient and capable
- be highly motivated, energetic and astute
- thrive in a busy/stressful role, where deadlines are critical
- deal with director level staff both internally at Hudson Procurement Group and external client businesses
- be an experienced writer, either at education or professional level

- demonstrate good time management skills
- be an excellent communicator both verbally and written
- have exceptionally high attention to detail
- be deadline driven
- thrive on consistency and accuracy
- have excellent literacy skills, with an extensive vocabulary
- be able to multitask and prioritise workload
- be a critical proof reader
- be able to read and digest long documents
- be able to understand multiple businesses, their services, products, processes and industries
- be able to produce error free work
- have experience of working to brand guidelines

Secondary skills would be desirable but not essential

- Confident in the use of a variety of graphics packages (InDesign, Photoshop or Illustrator, etc.) as well as presentation software.

We are looking for a good all-rounder for this role, someone who is prepared to roll their sleeves up and get involved in multiple different projects. No two days will be the same so this role requires someone who is highly focused on career development and someone who isn't afraid of hard work and deadlines.

Skills/attributes required:

- Hardworking
- Common sense approach
- Exceptional English writing abilities
- Remarkable research skills
- Confident and professional telephone manner
- High literacy skills
- Self-motivated
- Energetic and astute
- Loyal
- Structured and process driven
- Initiative & team player
- Ability to deal with people at all levels
- Career driven with a desire to succeed
- Problem solver & logical thinker
- Not afraid to stand-up and be heard
- High level of experience within Microsoft applications
- Resourceful & adaptable
- Good multi-tasker

Career Progression:

Career progression for this role can you see you moving into a range of positions depending on where your core interests lie following your time with our Company. Possibilities are:

- Senior Bid Writer
- Bid Manager

Our businesses

Hudson Procurement Group:

- www.hudsonprocurementgroup.co.uk

Consulting Offering (which will be the core part of your role)

- www.tenderconsultants.co.uk

Product URLS:

- www.creativetenders.co.uk
- www.technology-tenders.co.uk
- www.professional-tenders.co.uk
- www.construction-tenders.co.uk
- www.engineeringtenders.co.uk
- www.logisticstenders.co.uk
- www.hospitalitytenders.co.uk
- www.utilitiestenders.co.uk
- www.medicaltenders.co.uk
- www.manufacturingtenders.co.uk

Coming soon Products:

- Tender Connect – www.tenderconnect.co.uk
- Tender Bank – www.tenderbank.co.uk
- Procure Smart www.theprocurementsystem.co.uk
- Tender VLE – www.tendervle.co.uk

If you feel like you have what it takes to be our next recruit, please send your CV to Jill Hudson at jill@hudsonprocurementgroup.co.uk. Deadline 31st May 2018.

For further information – give us a call on **0203 051 2217**

If you are shortlisted for interview a short presentation may be required to showcase how you would deal with specific scenarios.