JOB DESCRIPTION

JOB TITLE: Assistant Bid Co-ordinator

REPORTS TO: Bid Manager

LOCATION: Boucher Road, Belfast

SUMMARY OF ROLE

Reporting to the Bid Manager the post holder will be responsible for assisting the Bid Manager and Bid Co-ordinator in the submission of complete, comprehensive and competitive PQQ'S and ITT submissions.
You will be responsible for the co-ordination of accurate up to date bid team information, ensuring high quality and up to date bid materials, templates and case studies are maintained.

DUTIES AND RESPONSIBILITIES

- Assist the Bid Manager / Bid Co-ordinator with PQQ and ITT submissions and where appropriate compile and deliver final submissions on time
- Interview preparation
- Assist and where appropriate assess and summarise requirements of PQQ's and ITT's
- Compile PQQ responses and assist with ITT responses
- Management of document templates and document set up
- Ensure clarifications are monitored, managed, submitted and distributed for PQQ's and ITT's in a timely manner
- Production, management and administration of bid documents, materials and marketing information
- Ensure accurate and efficient management of online portals
- Updating bid tracker and reporting tools with all relevant information ensuring accuracy and up to date information is accessible
- Administration and formatting of documents
- Co-ordinate and review input from subcontractors and consultants for submissions where appropriate
- Site visits to obtain case study information
- Seek, review and manage feedback on all bids
- Maintain comprehensive and accurate records of bid information to Gateway
- Be aware of and comply with the Company's Health & Safety Policy
- Fulfil Company CPD requirements and undertake all relevant training and development activities as and when required
- Contribute to the Company's Corporate Social Responsibility initiatives.

The above list is not exhaustive and the post holder may be required to take on other duties and responsibilities for the effective and efficient performance of this role as requested by Management.

Personnel Specification

	Essential	Desirable
Experience	• Minimum of 2 Years' experience in the past 5 of working in a business administrative role	• Construction knowledge • Previous experience in bid production • Indesign experience
Education	• Degree in Business Administration or equivalent • G.C.S.E English Grade C or above	• CSR Card
Skills/Abilities	• Highly proficient in Microsoft Office Suite (Word, Excel, Outlook, Powerpoint and Visio) • Excellent verbal and written communication skills • Excellent organisational skills and attention to detail • Proactive approach • Ability to work to strict deadlines • Ability to work under pressure • Attention to detail • Team player • Reliable and punctual	• Knowledge of Gateway software package
Other	• Eligibility to work within the UK	