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| Job title: Bid Coordinator | Location: Newcastle Upon Tyne |
| Department: Sales and StrategyReports to:  | No. of direct reports: *0*No. of non-direct reports: *0* |
| Grade: E1 |
| **Purpose of role** |
| The Bid Coordinator will be working in the Energy Division “bid team”, you will support the delivery of planned growth targets across through the delivery of winning bids, proposals and presentations.You will work with a team of expert bid professionals, supporting bids across the division ensuring effective coordination of allocated bids as well as ensuring the highest level submission outputs that support the divisional sales and strategy targets. |
| **Key responsibilities** |
| * Produce, agree and coordinate plans for bid submissions, carefully tracking entire process through pre-qualification and tender stages
* Updating the SalesForce CRM system with accurate information relating to the bids you are working on – on a timely basis
* Working closely with business development managers as required to develop specific bid win themes, response plans and final submissions
* Coordinate and support bid managers with any specific tender clarifications
* Support the creation of post tender presentations
* Support key bids across the Energy Division to deliver the agreed business plan
* Work closely with other parts of the division including key operational staff to support the creation of winning proposals
* Effectively communicate with all specific bid participants ensuring dissemination of critical bid information
* Ensure bid plans meet the needs of each tender in terms of timescales, resource and support e.g. operational input
* Ensure final bid submissions are complete and correct, reflecting the client needs and the best of the Energy Division, by supporting bid managers as required
* Coordinating other functions that are critical to each bid, e.g. estimating, commercial input and final governance sign-off
* Maintain bid information in the centralised bid library
* Support pipeline, sales and bidding reporting
* Support wider sales and business development activity
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| **Specialist qualifications, skills & experience** |
| * The ability to demonstrate understanding of the role of a bid coordinator
* Able to multi-task - coordinate multiple activities simultaneously
* The ability to communicate effectively with various stakeholders
* The ability to operate within a professional team environment
* An understanding of how coordinating the activities of multiple functions to provide input to specific bids / tenders meet high level quality expectations
* Able to work to tight and challenging timescales with clear deadlines
* Robust skills in Microsoft office software, including Word, Excel, and PowerPoint as well as graphics packages such as “In-Design”
* The ability to write clearly and concisely
* Excellent presentation and communication skills
* Able to travel when required

Desirable:* Bid / sales qualifications e.g. certified to APMP Foundation or Practitioner level
* Bid design skills / qualifications
* Knowledge, previous experience and network within the utilities sector
* Background in tender / bid management and bid writing
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| **Diversity and equal opportunities:** Morrison Data Servicesis committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.Our commitment is to provide a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.We want our employees to feel healthy and supported at home and at work, which is why we offer access to our employee assistance programmes as well as our Online GP Service, 24 hours a day, 365 days a year.We are committed to tackling inequalities and creating a diverse and inclusive business and that starts from the moment you apply to join us. |