BID MANAGER

Cunningham Contracts Group

We are currently seeking and experienced Bid Manager to join our high performing project team, managing the commercial function

Roles & Responsibilities

Complete commercial and governmental Invitations to Tender, Requests for Proposals etc. which includes the following:

- Setting up new enquiries
- Filing enquiry correspondence correctly
- Plan the strategy to complete the proposed bids/tenders
- Coordinate any assistance required from Directors for sections such as relevant experience / team / programme / technical questions etc. and compile this information together into a succinct response
- Take responsibility for the preparation of submission documentation and answering queries relating to tenders, bids and/or questionnaires
- Ensure responses are completed in a timely manner, allowing time for final reviews and amendments before submission
- Ensure bids are provided to clients in line with bid/tender requirements and deadline requirements
- New business opportunities
- Maintain up to date records within our internal database and libraries e.g., bid/quote progress/opportunity pipeline tracker
- Produce weekly progress reports to support the flow of incoming work potential and grow company's turnover (Submission Analysis)
- Review and source potential bids/proposals via online portals (E-tenders etc.) and identify and recommend appropriate bids for the Directors to review.

Qualifications and Skills

- Previous experience working within a construction industry, fast-paced environment which involved answering questions and providing responses for bids / proposals.
- Experience with the tendering and bidding process in the construction industry.
- Strong Microsoft Office skills i.e., Outlook, PowerPoint, Word, and Excel.
- Highly competent in administrative skills and computer literacy
- Excellent written and verbal communication skills with the ability to liaise with individuals at all levels within an organisation.
- The ability to prioritise workloads and time for yourself and other team members and when required reprioritise in line with changing demands.
- Ability to work off own initiative and self-motivated in identifying new business via online portal
- Strong organisational skills with proven ability to meet tight deadlines

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- Strong interpersonal and communication skills to liaise effectively with key decision makers
- High degree of accuracy required in detail and presentation
- Proactive approach to innovation and problem solving
- Strong understanding of the tender management procedure for public and private sector