



JOB DESCRIPTION

Bid Manager

Accountable to: Chief Commercial Officer

Accountable for: N/a

Main Purpose:

- To manage new business and existing client tenders and retenders ensuring that our responses are of the highest quality and relevance. Make a positive contribution to the growth and profitability of the business by playing an integral role in winning new and retaining current business.

Key Accountabilities:

- To produce compelling, client focussed and high-quality submissions for formal/informal bids for prospects and re-bids for existing clients
- Plan and prioritise the management of all tender opportunities including, but not limited to; ITT, RFI, RFP and RFQ.
- To work with the relevant Sales/Account Manager to understand the exact needs of each client whose business we are tendering for
- Ensure that all internal stakeholders are engaged in the tender project and providing support and answers as required.
- To ensure that all tender deadlines are met without exception.
- To manage a stock library of useful documents and question answers.
- To ensure all responses are in line with Gray Dawes Group brand guidelines.
- Ensure that the CRM is always up-to-date and accurate.

- To design and build compelling PowerPoint presentations for delivery by the Sales and Account Management teams
- Create internal communications for CCO

General Accountabilities:

- Put customers first and deliver the best possible service at all times.
- Adhere to all relevant policies, operating procedures and standards at all times.
- Always work with due care and attention to ensure the personal safety of yourself and others.
- Attend staff meetings and training sessions as required.
- Carry out any other role or task that is commensurate with the spirit and purpose of this job description.

- Job Holder’s Signature: _____ Date: _____

- PERSON SPECIFICATION:

CRITERION	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Experience of B2B bid writing • Ability to manage multiple, concurrent projects to tight timeframes 	<ul style="list-style-type: none"> • B2B service selling experience
Skills/Knowledge	<ul style="list-style-type: none"> • Ability to write creatively and logically to produce quality and compelling tender responses • Word; Excel; Powerpoint; CRM. • Able to self-manage and prioritise workload. 	<ul style="list-style-type: none"> • Industry knowledge • Graphic design; InDesign, Photoshop etc • Presentation skills
Ability/aptitude	<ul style="list-style-type: none"> • Ability to develop and maintain productive internal relationships. • Able to accurately assess potential clients' needs and expectations. • Motivated by the achievement of successful tender outcomes. • Able to assimilate information and knowledge accurately eg: market trends; competitors • Respond positively when under pressure to achieve targets and deadlines. 	<ul style="list-style-type: none"> • Existing knowledge of current trends and conditions within the Business Travel Industry.
Special Requirements	<ul style="list-style-type: none"> • Project a professional image on behalf of the company at all times. • Able to attend out-of-hours training/presentations. • Full, clean driving license. 	