BID MANAGER ROLE (LONDON)

DUKES
BAILIFFS LIMITED

Location: Central London

Full time contract

40 hour week Monday – Friday

Competitive salary plus performance based commission

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www.dukeslimited.co.uk/careers

THE ROLE

This is an exciting opportunity for the successful person to work for a well-established privately owned, family run business, involved with public sector bid management. The Bid Manager will assemble the bid team with the business knowledge required to prepare a winning bid, whilst taking ownership of the end-to-end bid process. This is a highly networked role that requires an ability to work under pressure and to challenging deadlines.

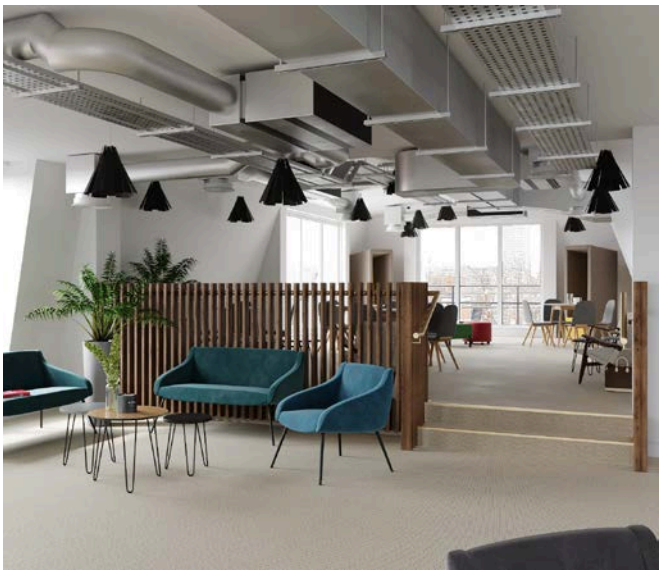
The Bid Manager will manage inputs from a variety of stakeholders, typically involving contributions from sales, marketing, finance and commercial in the development of winning proposals and ITT responses. You will demonstrate project management skills, effective time management skills with the ability to meet deadlines, a commitment to teamwork, exceptional written and verbal communication skills and detailed follow-through will be the keys to success in this role.

This role requires a flexible approach to work.

EXPERIENCE REQUIRED

Proven capability in delivering winning tenders. Ideally has a background within the enforcement industry or local government procurement with experience of bid campaign management from opportunity identification through to project delivery.

Will be fully conversant with the competitive marketplace. Sound commercial understanding and the ability to manage complex, multi-work stream opportunities. Solid understanding and implementation of internal governance procedures. Evidence that you can work as part of a team to achieve targets.



ENTITLEMENTS AND STAFF BENEFITS

- 28 days annual holiday, including Bank Holidays
- Shutdown between Christmas and New Year
- Increased holiday allowance after 2 years, 5 years and 10 years of service
- Work based pension

CORE RESPONSIBILITIES

- To manage the bid qualification process for new opportunities (bid go / no go)
- Contribute to the written proposal - both in terms of content and presentation
- Ensure bids are compliant with client specifications
- Ensure quality control throughout the proposal process under tight deadlines
- Manage post-proposal analysis of submitted bid documents
- Constantly improve the proposal procedures for future bidding opportunities
- Will provide valuable input into strategies and commercial discussions
- Operate independently with limited guidance and oversight
- Communicate and influence at a senior level

REQUIRED SKILLS

- Time management, efficiency, the ability to meet deadlines and work with minimal supervision
- Compelling writing ability
- Leadership skills to engage with Clients and Senior Management
- Ability to work well within a team
- Must be an excellent communicator
- Strong organisation and commercial skills
- Attention to detail

THE PERKS

- Privately owned, family run business
- On-site kitchen facilities
- Great transport links
- A short walk to local shops and eateries
- Birthday cake on your special day
- On-site gym
- On-site shower rooms
- Fun-filled work social activities
- Dress-down Fridays
- Roof top balcony
- Bike storage

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