



Bid Coordinator / Writer

West Midlands

£-Attractive

I am working with a leading healthcare waste management company who have an exciting opportunity based in the West Midlands for a Bid Co-ordinator/Writer. Working within a small team, you will manage individual tenders and proposals across Healthcare. Some of your responsibilities will be but not limited to; Working alongside the Head of Bids on larger opportunities and working independently, you will manage bids and proposals to prospective and existing direct customers; Run and hold kick - off meetings, evaluate specifications, organise the sign off and delivery of the completed proposal within specified timescales; Research, gather and edit information for the inclusion within submissions; Develop persuasive bid content to meet customer's needs; Quality assurance on your own work and supporting colleagues on their respective submissions; Collaborate with relevant colleagues/managers and wider commercial teams to generate value added content; Either lead or support colleagues with business improvement projects designed to improve the quality of submissions; Contribute to the knowledge library and undertake periodic reviews to ensure all content is up to date and applicable. In order to be considered for this role you will have; A minimum of one-year prior tender/proposals experience; APMP desirable; InDesign experience desirable; Solid writing experience; Salesforce experience desirable; Strong organisational skills, work well under pressure and flexible; Exceptional written, oral, commercial and presentation skills; Knowledge of proposals and use of tender management tools and techniques; Proven ability in planning, producing, and delivering compliant bids and proposals in a business environment; Ability to manage multiple work streams and to think clearly under pressure; Enjoys working as part of a close, busy and supportive team.

For full details, please email a copy of your CV to Rebecca@candovergreen.com quoting job ref: RB2589

