

Job description:

Bid Coordinator (maternity cover)

Reports to: Managing Director and Bid Manager

Based at: Levitt Bernstein Thane Studios, 2-4 Thane Villas, London, N7 7PA

Purpose: Coordinate bid and tender activities, working with the Managing Director, Bid Manager and senior management team.

Key responsibilities

General

- Manage, sift and respond to EU public procurement notices and monitor tender portals
- Preparation of bids and tender submissions
- Coordinating the internal teams to ensure submissions meet deadlines
- Assist with drafting responses to bid and tender questions, generally using previous responses
- Liaise with clients and external consultants as necessary
- Preparation of presentation material for tender interviews
- Assist with the management of office contacts and project databases
- Review and update standard responses for future use
- Proofread bid and tender documents and content
- Liaise with Technical Coordinator and Finance to ensure certificates and insurances are up to date on frameworks, DPS', and portals
- Ensure proper storage and retrieval of filing
- Bid and related research
- Assist with project and contact databases
- Maintain project tracker and statistics on bids and tenders
- Ad hoc duties as required.

Skills

- Excellent presentation skills and attention to detail
- Advanced knowledge of Adobe Suite, particularly InDesign
- Good knowledge of Microsoft Office
- Excellent written and spoken English with good spelling and grammar
- Calm and professional manner in all communication both internal and external
- Ability to work well as part of a team and to meet demanding deadlines
- Previous experience of working in a similar professional practice environment is required, preferably in architecture, design or construction.