

BID WRITER/ COORDINATOR



HMC

ABOUT US

HMC make a difference to communities and regions by helping companies to grow and export and by helping to attract inward investment into countries globally. We assist some of the top economic development agencies across the world to attract foreign direct investment and win trade deals. We are responsible for launching marketing campaigns which have attracted top multinational companies into Northern Ireland.

PURPOSE OF ROLE

To identify opportunities in local, GB and international markets. Provide information to the senior management team in relation to business opportunities available in market. Ensure the timely and successful delivery of bid, ITT, ITQ responses according to potential customer needs and objectives. To provide support to the Operations Manager in the areas of process improvement, quality management and resourcing.

DUTIES

TENDER SOURCING, COORDINATION AND RESPONSE

- Monitor relevant websites and identify
- tender opportunities and associated proposal preparations;
- Coordinate
- and write tender responses;
- Production and delivery of compliant, professionally
- produced proposals within customer defined timeframes;
- Coordinate proposal input from a variety
- of stakeholders, involving contributions from sales, marketing, delivery and
- Senior Management Team;
- Champion document management and change
- control best practices;
- Ensure proposal documents follow
- standard formatting and quality standards;
- Provide advice on flow, language, and
- grammar to content owners;
- Consolidate sections and / or documents
- developed by other team members into the required tender format
- Maintain and make available master
- document sets;

- Ensure consistent branding for all company specific documents;
- Clarification of bid conditions and management of the tender preparation;
- Monitoring of the bid management in order to ensure it is aligned with HMC's strategic objectives and action plan;
- Contribution in cost and price calculations; Coordination of tender reviews and deadlines and adjust them to the frameworks given by the customers;

OPERATIONAL SUPPORT

- Support the Operations
- Manager in documenting workflows and data capture of internal processes;
- Monitor and
- audit of current quality procedures and identify gaps, process improvement or
- training opportunities;

EXPERIENCE

ESSENTIAL EXPERIENCE

- 2 years' experience in writing tender responses in a professional sales environment;
- Business-related degree or equivalent;
- Advanced Office 365 experience and competent in Visio;
- Strong interpersonal skills proven in building relationships with professionals of all organizational levels;
- Excellent oral and written communication skills (report writing, email, telephone) coupled with listening, negotiation and presentation skills;
- Strong planning and organisational skills;
- Self-motivated and able to thrive in a results-driven environment.

DESIRABLE EXPERIENCE

- APMP or other recognised industry qualifications;
- Knowledge of using online research tools such as social media platforms, RSS Feeds, Google Alerts, and LinkedIn for business development activity;
- Experience in writing and auditing quality procedures;
- Proficient in another language (other than English);
- Proven ability to manage multiple projects at a time while paying strict attention to detail.

Competitive Salary and OTE based on experience. Medical Insurance, Pension Contribution on completion of 1 years' service