

Bid Administrator

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Company: SGS

Location: United Kingdom

Category: business-and-financial-operations

Job Description

As the Bid Administrator you'll play a vital role to the tender team, helping to build the strategy for each tender in order to deliver the best chances of success.

Day to day, you'll support the entire tender management process. You'll have direct input into supporting high quality, compelling tender responses formulated to inspire prospective clients to a position of confidence in placing work with SGS.

You'll manage and monitor tender portals and subscriptions to ensure tender opportunities are identified and processed through to timely completion.

Opportunities will be varied both in the service scope being procured and their relative size and complexity, and you will need to be dynamic and versatile in your approach.

Key Responsibilities:

Coordinate and manage the bid process, ensuring deadlines are met.

Collaborate with cross-functional teams to gather necessary information for proposals.

Analyse bid requirements and prepare comprehensive bid documents.

Research and identify new business opportunities.

Contribute to the development of compelling and persuasive proposals.

Qualifications

As a Bid Administrator you'll have proven tender / bid coordination experience (or related role)

ideally within the TIC industry, or a company that regularly supply services to large corporate clients with multi-faceted requirements.

Skills required;

Strong organisational and project management skills.

Highly results focused and commercially aware and will need to think creatively with the ability to understand both SGS and client operational requirements.

Excellent interpersonal and communication skills and the ability to interact with all levels of management, consultants, and clients, with highly developed customer service soft skills.

Extensive technical tender experience including procurement processes and familiarity with relevant industry tools/software

Full driving licence for use in the UK.

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