

Bid and Communications Assistant

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Company: Calibrate Recruitment Limited

Location: London Area

Category: other-general

A fast-growing practice specialising in Master Planning is looking for a Bid and Communications Assistant in a newly created role which you can really make your own. This is a unique opportunity where you don't need bids experience. Personality is key for this role. If you are bright, switched-on, and keen to learn you can be considered. You should also have an innate understanding/interest of architecture or urban design. You will be part of the New Business and Communications team working in an exciting role helping to further shape the new business and communications function as the practice continues to grow. They work on a wide range of show-casing projects both in the UK and overseas. They provide a progressive environment within a supportive, friendly and collaborative team. Responsibilities include: Support the Head of New Business and Communications to implement the new business and communications strategy Help to develop and implement the brand, its values and key messages with internal and external stakeholders Assist with PR activity to promote the practice's projects Carry out research to help identify new business opportunities Coordinate bids Assist with all marketing activities to help develop strong marketing messages in line with business development objectives Assist with award submissions and monitor new award opportunities Help to organise events Key skills required: Prior experience working in a similar communications/marketing role An innate understanding/interest of architecture or urban design Excellent communication and copywriting skills Good graphic design skills with a working knowledge of Creative Suite ideally Switched on and keen to learn If you are looking for an opportunity to make a real difference in a supportive and collaborative environment, please get in touch.

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