

## Proposal Coordinator

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Company: Balfour Beatty

Location: United Kingdom

Category: arts-design-entertainment-sports-and-media

### About the role

Balfour Beatty has an exciting opportunity for a Bid Co-ordinator to join our Rail team to work in Redhill, Canary Wharf. Role Purpose: To prepare and support the non-technical activities for work winning from Early Opportunity Identification through to Contract Award involving business development and support, Bid support, e.g. PQQ and Tender submissions etc. Ensuring high quality, compelling proposals are delivered to the customer in a manner consistent with the Balfour Beatty Gated Lifecycle and our strategy for winning the right business and to establish and maintain, positive and effective relationships with internal and external customers, partners, supply chain and the Work Winning community within Balfour Beatty.

### What you'll be doing

Manage the bid portals, downloading new opportunities for distribution to relevant people in the business, in a timely manner. Ensure portal documentation, is kept up to date. Form relationships with the bid teams to develop clear understanding of their requirements to enable development of our value proposition. Provide bid coordination support, document production and control. Produce deliverables schedule with timescales and owners/writers. Develop templates (ensuring they meet the Client requirements) and ensuring that final documents are formatted accordingly for submission (collating the pdf documents with bookmarks). Support business development activities pre bidding. Work with Inhouse BB communications team to produce graphics for the submissions. Ensure that considered responses are produced to customer generated questions/queries during/after

the tender process. Encourage knowledge sharing across Centres of Excellence and the wider Balfour Beatty Group (harness the capability of the larger organisation on a local basis). Live the Balfour Beatty Values including ensuring a relentless focus on Zero Harm and supporting the delivery of Rails Sustainability activities.

### **Who we're looking for**

Has thorough knowledge of Word, Excel, PowerPoint, has good knowledge of SharePoint / Teams, has knowledge of Adobe InDesign and Photoshop an advantage, has good publishing experience to format submissions, has good report writing skills, has ability to engage with and drive the team to produce quality outputs, pays attention to detail and will see tasks through to completion, is a team player with excellent interpersonal and communication skills, is a self-starter who can manage their own time and proactively seeks and executes activities that will add value to their function, has some knowledge of the construction industry or experience within a project-based organisation, has ability to work to deadlines.

### **Why work for us**

Day in, day out, our teams deliver amazing projects in challenging conditions; developing, managing and maintaining the vital infrastructure and public spaces that modern economies, societies and communities rely on. Supporting these projects, are dedicated and industry leading people delivering on our customer's needs every day.

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