



# Example of Bid Coordinator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of bid coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for bid coordinator

- To undertake any other work related request as specified by management and meet all departmental objectives
- Ensure that the appropriate procurement sites are being searched and that correct search parameters are being used
- Ensure listing of bids / opportunities is available / shared with all business units
- Ensure that packages and addenda are obtained and shared in an efficient manner
- Ensure good document management
- Manage Opportunities budget and procurement system invoicing
- Ensure that opportunities are circulated to appropriate decision makers (list of whom will be drawn up in consultation with business unit leaders and the Business Development Committee)
- Troubleshoots and handles urgent inquiries as needed
- Keep Enterprise Business Development Manager apprised of activity
- Manage and provide direction to the Enterprise Business Development Assistants

## Qualifications for bid coordinator

- Is able to use technology to communicate efficiently and effectively (e-mail, telecommunications)
- Sets goals, and develops strategies and plans for meeting those

- Understands and utilizes project management tools and techniques to meet project deadlines
- Processes paperwork and other information in a timely manner
- Follows-up in an efficient manner