



# Example of Bid Manager Job Description

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Our growing company is looking for a bid manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for bid manager

- Training new staff on the new business opportunities procedures and providing advice and guidance on process
- Providing additional support to the Bid Team as necessary with the completion of PQQs or Tenders
- Carry out general "housekeeping" on files when time permits, including directories, folders and archiving
- Maintaining the Bids Diary, allocating out Tenders and Questionnaires in the absence of the Bid Production Manager
- Acting as point of contact for the Bids office in Bid Production Manager's absence, includes assisting and advising team members and managing workload
- Manage the customer interface for all engineering matters, in close relation with the Project Manager
- Is responsible to deliver the Engineering Work package according to the Quality, Cost and Delivery commitments
- In the event that WP scope varies, manage QCD commitment variations with the Project Cost Manager and the Project Manager
- Follow the WP review cycle, highlighting main variances against the QCD commitment, and initiating corrective actions
- Follow the WP review cycle, providing a re-forecast "to complete" and updates on all risks and savings

## Qualifications for bid manager

- Excellent written communication skills, specifically the use of grammar, punctuation, spelling & vocabulary, and presentation of text
- Exceptional attention to detail and the ability to edit and review documents under pressure
- A disciplined, well organised and structured approach to managing bids and tenders as projects
- The ability to meet absolute deadlines and effectively manage a large, varied workload
- A strong team player ethic