



## Example of Bid Manager Job Description

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Our growing company is looking to fill the role of bid manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for bid manager

- Work closely with Sales and Marketing and Operational teams in the UK to enhance the quality of proposals
- Negotiation of design contracts from an economic and legal perspective
- Liaise closely with the client team
- As an intrinsic part of the bid team project manage and write tender/proposal responses bringing together input from across different lines of business across the UK
- Facilitate value proposition sessions, kick off calls and catch up calls throughout the tender process
- Tailor the tender response document according to the chosen strategy, ensuring client specific issues are addresses and our value proposition included throughout, project manage UK opportunities from pre RFP to presentations and debrief
- Retrieve existing answers, source new responses and write sections as appropriate
- Ensure the final version is peer reviewed, quality checked and issued in accordance with the unit's best practice guidelines
- Work with the team's Graphic Designers to ensure our responses and pitch materials are innovative, high quality and clearly articulate our value proposition
- Book rehearsals, strategy sessions and panel sessions for shortlisted bids, attending and contributing where appropriate

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- Relevant experience in sales and bid management
  - Understanding of the financial, risk, legal and contractual aspects of tendering
  - Attention to detail, strong implementer and finisher of tasks
  - Energy and enthusiasm and the ability to work under pressure
  - Good knowledge of estimation, price and subcontractor management
  - Able to build relationships and brief senior management on the detail of projects &