



Example of Bid Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of 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

- To deliver Major Account tenders (each valued £3m – £25m) with the integrated FM and technical services major accounts team
- Understand single service, bundled and integrated propositions
- To support the risk management and commercial negotiations where required
- To research and create storyboards for the written bid content
- Ensure tenders and executive summaries are customer focused and benefits led
- To liaise with Subject Matter experts across the business to ensure bespoke bids are submitted to meet the clients' requirements
- Coordinate bid production through graphic designers and print services
- Participate in the selection of realistic, achievable, profitable opportunities
- Formulate and agree bid & win strategies with senior management to secure profitable orders
- Form relationships with the customer or their representatives to develop clear understanding of their requirements to enable development of our value proposition

Qualifications for bid manager

- Over 5 years experience in the technology industry
- Commercial Degree or Business qualification
- At least 2 years' experience in Bid Management, Project Management and Sales Support

- Proven ability to drive multiple stakeholders to deliver quality outputs to time and budget
- Forward thinker and team player