



JOB DESCRIPTION

Job title
Bid Coordinator
Name of person or job role reporting to
Bid Manager
Responsibilities
<ul style="list-style-type: none">• Acting as central point of contact for bidding, both for RSK Biocensus employees and our clients. This includes managing the Ecology Bidding inbox, through which all new invitations to tender are processed.• Receiving and recording all new opportunities, ensuring that there is enough data for these to be progressed, including that relating to clients e.g. credit checking.• Participating in go / no go decision making, subsequently recording and communicating the outcomes.• Working in liaison with the bidding and project resource coordinators and ecology leads to plan production of the tender and subsequent project resourcing.• Monitoring the progress of tenders from start to issue, support those producing the tenders to issue them on time.• Maintaining accurate and timely records of bids and their outcomes, from which management reporting can be produced.• Coordinating complex bids from start to issue and contributing content to these as needed.• Liaison with the QS for review of non-standard terms and conditions.• Preparation of information for the investment committee for high value bids.• Uploading / issuing a variety of types of tender, particularly those produced from within the Central Services Team.• Communicating with clients, via phone and email, to answer questions, provide updates and seek feedback relating to bids at any stage prior to award.• Supporting the Bid Manager to improve the quality of bid production and management across RSK Biocensus, including through the creation of training materials.• Working collaboratively with other areas of the Central Services Team to provide a holistic support service.• To ensure maximum flexibility and to reflect the Company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration.
Qualifications/Experience
<ul style="list-style-type: none">• Friendly and approachable, with a willingness to learn• Experience of working in a similar role or ability to demonstrate a good understanding of what the role requires. An ecology background would be useful.• A good standard of IT skills, including the Microsoft Office suite.• Excellent written and verbal communication (including via technology)• Well organised and able to prioritise workload to meet deadlines• Ability to use their own initiative and problem solve• Ability to work with a variety of people at all levels of the business, inside and outside of the immediate team



- Flexible attitude and willingness to work in other areas of the team when support is needed
- Well organised and able to prioritise workload to meet deadlines.
- Able to use their own initiative and problem solve.
- Able to work with a variety of people at all levels of the business, inside and outside of the immediate team.
- Flexible attitude and willingness to work in other areas of the team when support is needed.

I hereby agree that I have read and understood the job description.

Signed

Date

Name