



## JOB DESCRIPTION

<b>Job title</b>
Commercial Bid and Marketing Assistant
<b>Name of person or job role reporting to</b>
TBC
<b>Responsibilities</b>
<p>Bids:</p> <ul style="list-style-type: none"><li>• Key point of contact for the co-ordination and preparation of bid documents.</li><li>• Analyse and interpret client requirements and terms of reference.</li><li>• Check whether bids meet ADAS profit/cash flow requirements and assist with bid pricing.</li><li>• Quality checking to assess if bids have a reasonable chance of success.</li><li>• Record bid outcome and circulate feedback.</li><li>• Make sure bids are duly authorised and submitted to meet deadlines.</li><li>• Identify, circulate and track bid opportunities across the group.</li></ul> <p>Marketing:</p> <ul style="list-style-type: none"><li>• Assist ADAS teams with organising and implementing online and in-person events, including speaking opportunities.</li><li>• Aim to raise the ADAS profile at events: exhibitions, conference, webinars, speaking engagements.</li><li>• Build strong internal relationships with key staff to ensure team engagement and maximise potential marketing opportunities from within the business.</li><li>• Support marketing manager in championing the ADAS brand and seek out opportunities to increase the online and offline profile of the business.</li><li>• Contribute to developing ideas and content for multiple online channels including website/ social media.</li><li>• 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.</li></ul>
<b>Qualifications/Experience</b>
<ul style="list-style-type: none"><li>• A good understanding of agricultural and environmental sectors.</li><li>• Good communicator - dealing with both internal &amp; external customers, telephone, email and face to face.</li><li>• Proactive and creative.</li><li>• High attention to detail.</li><li>• Confident using Microsoft Packages: Outlook, Word, Excel, Visio, Powerpoint.</li><li>• Organised, able to prioritise and meet deadlines in a busy environment.</li></ul>
<p>I hereby agree that I have read and understood the job description.</p> <p>Signed _____ Date _____</p> <p>Name _____</p>