



## JOB DESCRIPTION

|   |
|---|
| <b>Job title</b>  |
| Bid Manager   |
| <b>Name of person or job role reporting to</b>  |
|   |
| <b>Responsibilities</b>   |
| <ul style="list-style-type: none"><li>• Contribute to the Development and Bid Strategy and actively work to promote RIFM in the marketplace</li><li>• Generate leads through market and client research and identify bid/tender opportunities in current and new markets in conjunction with the Division Leads and Bid and Estimating resource</li><li>• Work to develop, maintain and manage relationships with key customers to effectively manage business agreements and contracts. Identify opportunities to expand future contract scope with existing clients</li><li>• Identify key bid and contract objectives with clients pre and during bid process</li><li>• Coordinate and manage estimating and bid resources ensuring any potential improvement /efficiency opportunities are identified and implemented</li><li>• Oversee / contribute to estimating of new bids</li><li>• Deliver presentations and proposals. Negotiate and close bids with clients that meet the objectives of the business</li><li>• Ensure client objectives, key deliverables, contract differentiators and opportunities are identified and encompassed during bids/bid reviews</li><li>• Manage/oversee preparation of bid documents ensuring high quality and standards are maintained</li><li>• Engage team members and staff, where and when relevant, ensuring in-house experience is utilised effectively</li><li>• Develop and build relationships with clients, attend meetings with key clients as part of the business team to review performance and agree continuous improvement.</li><li>• Monitor feedback from bids and tenders and identify/implement any available improvement</li><li>• Collaborate to ensure a seamless transition into Operations</li><li>• Manage and coordinate production of new contract handover documentation</li><li>• Create contract specific mobilisation plan covering agreed period pre and post contract start, ensuring key areas are included (client objectives, key deliverables, differentiators and added value commitments)</li><li>• Coordinate internal handover meetings in conjunction with the Division Lead</li><li>• In addition to your normal duties, you may occasionally be required to undertake additional work necessary to meet the needs of the business, without additional remuneration.</li></ul> |
| <b>Qualifications/Experience</b>  |
| <ul style="list-style-type: none"><li>• Approximately 5+ years' experience in the Facilities Management sector</li><li>• Experience of working to align business development and sales strategies and solutions</li><li>• Experienced in presenting tenders and proposals with a proven track record of successfully pitching for new business</li><li>• Track record of increasing revenue through generation of leads</li><li>• Track record in contract improvement and delivery</li><li>• Client handling skills, with the ability to deal with complex situations</li></ul>  |



- Experiencing of managing teams and working with people at all levels to get the best out of them
- Excellent written and verbal communication skills
- Strong negotiation and influencing skills
- Strong budget management experience
- Advanced project management skills

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

Signed

Date

Name