



JOB DESCRIPTION

Job title
Bid Manager
Name of person or job role reporting to
Responsibilities
<ul style="list-style-type: none">• Contribute to the Development and Bid Strategy and actively work to promote RIFM in the marketplace• 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• 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• Identify key bid and contract objectives with clients pre and during bid process• Coordinate and manage estimating and bid resources ensuring any potential improvement /efficiency opportunities are identified and implemented• Oversee / contribute to estimating of new bids• Deliver presentations and proposals. Negotiate and close bids with clients that meet the objectives of the business• Ensure client objectives, key deliverables, contract differentiators and opportunities are identified and encompassed during bids/bid reviews• Manage/oversee preparation of bid documents ensuring high quality and standards are maintained• Engage team members and staff, where and when relevant, ensuring in-house experience is utilised effectively• Develop and build relationships with clients, attend meetings with key clients as part of the business team to review performance and agree continuous improvement.• Monitor feedback from bids and tenders and identify/implement any available improvement• Collaborate to ensure a seamless transition into Operations• Manage and coordinate production of new contract handover documentation• 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)• Coordinate internal handover meetings in conjunction with the Division Lead• 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.
Qualifications/Experience
<ul style="list-style-type: none">• Approximately 5+ years' experience in the Facilities Management sector• Experience of working to align business development and sales strategies and solutions• Experienced in presenting tenders and proposals with a proven track record of successfully pitching for new business• Track record of increasing revenue through generation of leads• Track record in contract improvement and delivery• Client handling skills, with the ability to deal with complex situations



- 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