



## JOB DESCRIPTION

<b>Job title</b>
Bid Manager
<b>Name of person or job role reporting to</b>
Paul Bottomore – Managing Director
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Coordinating the production of tender submissions using templates and company information to produce draft submissions, formatting documents according to a prescribed style, following up additional requests and proofreading before printing and distributing finalised tenders.</li><li>• Completing pre-qualification documents.</li><li>• Preparing marketing and proposal support information and ensuring literature is up to date</li><li>• Working closely with an Estimator to compile bids.</li><li>• Prepare, price and issue accurate estimates for a variety of ecological contracting projects.</li><li>• Complete and submit PQQ's and tenders, including all supporting information.</li><li>• Complete bills of quantities and schedule of rates as required.</li><li>• Undertake site visits as necessary.</li><li>• To be the Principal Contractor Representative across the multiple interfaces within the Project.</li><li>• Obtain competitive and compliant quotes from suppliers and contractors.</li><li>• Evaluate the most effective way of undertaking and completing the works, accurately pricing all elements of the works, in order to produce a high quality, competitive submission.</li><li>• Be highly organized and able to adapt to quick changes in a dynamic working environment offering strategic and tactical leadership.</li><li>• Have the ability to communicate effectively with suppliers, clients and office-based staff.</li><li>• Assist in the preparation of proposals.</li><li>• Maintain our estimating and proposals database.</li><li>• Undertaking general office administration, as required.</li><li>• Develop a set of standard templates for less complex bids.</li><li>• Provide leadership and guidance to less experienced staff.</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>• Ideally, educated to degree level with experience of tendering, preferably in a Ecology/Landscape related discipline</li><li>• Excellent literacy skills, including in written and verbal communication</li><li>• Excellent organisational skills and the ability to manage a large volume of information and documents</li><li>• Attention to detail</li><li>• Able to influence assertively to get results</li><li>• The ability to work to tight deadlines</li><li>• Previous, demonstrable experience in pricing and estimating projects from plans, drawings, specifications and site visits</li><li>• Able to work independently and as part of a team</li></ul>



- Excellent organisational skills, including the ability to manage competing priorities
- Strong written and verbal communication skills
- Computer literate and skilled with Microsoft Office applications, particularly Word, Excel and PowerPoint
- Self-motivated and have diligence, integrity and ambition
- CSCS card
- Full driving licence.

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

Signed

Date

Name