

Bid Manager

£20,000 - £25,000

The Bid Manager will operate in the Southern Region of the UK and report to the Managing Director and is responsible for compiling estimates of how much it will cost to provide a client / potential client with our service for any given project. He or she will do this by working out how much a project is likely to cost, create budgets and price the job accordingly. The role also includes pre-sales technical queries to clients, relationship building and account management.

General duties:

- Assess labour, offshore data analysis, equipment and other directly attributable costs required and analysing different quotes from sub-contractors and suppliers.
- Achieving the best price possible to win the contract in a competitive bidding situation, while ensuring that the contract can be carried out profitably.
- Maintain pricing strategies with key accounts
- Analysing sales trends and patterns.
- Managing, monitoring and nurturing key accounts.
- Maintaining and building gross profit margins.
- Determining exact client requirements of each project.
- Researching directly attributable costs.
- Planning job timescales.
- Preparing and submitting quotations for work.
- Helping with bids for new contracts and supporting buying activities.
- Monitoring projects to make sure that costs are kept in line with budgets.
- Liaison with the operations teams to ensure work can be carried out and delivered on time

Skills, interests and qualities

As a Bid Manager, you will require:

- Project management skills.
- Good problem-solving skills.
- Ability to pay close attention to detail.
- Excellent communication and presentation skills.
- Business awareness.
- Ability to work on your own and as part of a team.
- An organisational approach to work.
- Awareness of price & client trends.