**JOB DESCRIPTION**

**JOB DETAILS**

**Job Title:** Bid Coordinator

**Vacancy Reference:** RJM1005

**Salary:** Negotiable

**Department:** Bid Team

**Reporting To:**  Bid Manager

**Hours of Work:** 08:00 – 17:00

**Base:** Head Office - McCann House, Beeston, Nottingham.

**Contract Type:** Permanent

**JOB SUMMARY**

We are recruiting for a Bid Coordinator for our national business team. The role will be based at our head office in Nottingham.

Initial works include coordinating of all tenders received for works including, Highways England, Major Projects, Telecoms and Civil Engineering works across multiple sectors with the position taking on the lead in coordination all relevant work winning fields.

**DUTIES AND KEY RESPONSIBILITIES**

**KEY ATTRIBUTES:**

* Self-motivated and friendly.
* Problem solving skills/commercial acumen.
* Clear and concise communication skills - verbal and written.
* A team player.
* Able to work to strict deadlines.
* Good basic written and communication skills.

**JOB DESCRIPTION:**

* Reviewing notices and publications to identify opportunities.
* Registering for opportunities and initiating tender process within McCann.
* Logging tenders and forwarding relevant information across the business.
* Completion of Request for Information (RFI) documentation and Prequalification Questionnaires (PQQ’s) to McCann Standards.
* Support the Bid Manager and Bid Writers in producing high quality submissions, tenders, expression of interests and pre-qualification questionnaires that meets the brief and effectively reaches its audience.
* Maintain and update library of responses, case studies, images and related content for use in bids, tenders and awards including CV’s and case studies.
* Record bid feedback and outcomes.
* Produce award-winning award and competition submissions.
* Liaising with clients and prospects to ensure Bids get submitted on time and with all the correct information.
* Managing portal communications and clarification schedules.

**SKILLS**:

* Excellent use of English language.
* Excellent organisation skills.
* Strong attention to detail.
* Ability to manage deadlines.
* Ability to communicate both verbally and in writing

**QUALIFICATIONS:**

* Excellent use of InDesign and Microsoft Creative Suite
* Attention to detail and an excellent graphic eye
* Experience working in a marketing and/or bid coordinator role within the built environment
* Exceptional communication skills
* Ability to use key desktop packages such as Microsoft Word, PowerPoint, and Excel to good standards.

**ABOUT US**

McCann Ltd is a leading civil and electrical engineering construction company that operates throughout the UK on major road, rail, and airport infrastructure projects for public and private sector clients.

We provide our clients with integrated infrastructure solutions that meet business needs and exceed expectations each and every time.

Since our formation, some forty years ago we have developed a wide range of specialist contracting services to support the successful delivery of major infrastructure projects throughout the UK.  As a leading supplier and installer of street lighting, traffic signs, signals, communication systems and associated civil engineering we can also play a key role in the development of project design and buildability whilst working comfortably within a wide range of contractual arrangements.

With a large, highly skilled, directly employed workforce, supported by an extensive specialised plant fleet we are able to take on and deliver the most demanding of projects to programme and budget.

Furthermore, as a business, employer, and member of the wider community, we fully recognise our social responsibility, always striving to build a safe, sustainable entity which is environmentally responsible.

With an ambitious strategy, we are poised for further growth and success, so if you are committed, talented and enthusiastic, McCann’s is the right place for you.

**WHAT WE OFFER**

In return we offer an opportunity to work on some of the UKs most exciting construction projects, in a fast-paced environment where each day brings new challenges as well as a competitive salary and benefits package. We will always consider flexible working hours and arrangements.

* 25 days annual leave entitlement, plus bank holidays
* Competitive salary
* Discount gym membership
* Optional private healthcare

**EQUALITY, DIVERSITY & INCLUSION**

J McCann is an equal opportunities employer and will not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parental leave, race, religion or belief, sex, or sexual orientation.

In line with our Social Value commitment, we will guarantee an interview to any member of groups experiencing disadvantage, including long term unemployment, ex-offenders and those not in education, employment or training that meets the essential competencies set out in the job description and person specification.

As an employee, you have the right to:

* A workplace that is free from unlawful discrimination, harassment, or bullying
* Inclusive practices and behaviour in the workplace
* Equal access to benefits and conditions
* Fair allocation of workloads
* Competitive merit-based selection processes for recruitment and promotion
* Accessible processes to deal with work-related complaints and grievances

  

**PERSON SPECIFICATION**

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| **Factors** | **Description** | **How Assessed (A/I/Q)** |
| **Qualifications** | Excellent use of InDesign and Microsoft Creative Suite | Q |
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| **Experience** | Self-motivated and friendly | A / I |
| Problem solving skills/commercial acumen | A / I |
| Clear and concise communication skills - verbal and written. | A / I |
| Able to work to strict deadlines | A / I |
| Good basic written and communication skills | A / I |
|  | A / I |
|  | I |
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| --- | --- | --- |
| **Skills / Knowledge** | Excellent use of English language | I |
| Excellent organisation skills | I |
| Strong attention to detail | A / I |
| Ability to manage deadlines | A / I |
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| **Personal Attributes** | Works well under pressure and to tight deadlines | I |
| Confident to work independently and as part of a team | I |
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| **Other** |  |  |
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**\*A= Application Form I=Interview Q=Qualification/Certificates**