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Bid Writer / Manager – Boroughbridge

ATM are recruiting for a Bid Writer / Manager to join the growing team on a full time, permanent basis.

Ideally located from our Head office in Boroughbridge with options to work from any of our depots, you will be involved in the production of all quality submissions to secure work in line with the strategic objectives of the business.

Benefits

- Salary – up to £50k doe.
- Company vehicle
- 23 days holidays increasing each year
- Pension scheme
- Career progression and continuous training and development
- Company social events
- Employee Assistant Programme
- Birthday off
- Charity events
- Free sanitary products
- Free financial advice
- Health cash plan
- Enhanced maternity and paternity policy
- Free counselling services
- + many more!

Duties

- Production of business winning documentation that accurately reflects the customer requirements and our offering on own initiative in a pressured deadline driven environment
- Professionally tailored PQQ/ITT and other tender deliverables provided by supporting staff to the requirements of the customer by use of systematic bid processes.
- Maintain the company branding guidance, content, commission relevant graphics and edit text produced by other internal departments, checking drafts for readability, clarity, grammar, spelling, punctuation, sentence structure and formatting.
- Gather benefit focused evidence from project teams and other departments to create and maintain best practise evidence, library and case studies.
- Responsible for creation of best-in-class answers that score highly against customer evaluation criteria.
- Provide technical and commercial writing skills, displaying creative flair in tender submissions.
- Objectively appraise tender submissions to add and edit information as necessary in order to structure an effective response, proofreading of created material and the work of other team members, provide constructive criticism on any areas that may need adjustment, working together to ensure a submission of the highest standards.





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- Create full submission documents where required at time of peak workloads.
- Develop a knowledge base of the company, with an ability to produce high quality winning bid submissions
- Objectively appraise tender submissions, to add and edit information as necessary in order to structure an effective response.
- Proactively initiate the creation of company literature to ensure the company is in line with relevant legislation and best practice guidelines.
- Investigate the marketplace to enable positive comparison with competitors and ensure full compliance with the current legislative procedures.
- Liaise with Operations and other departments to fulfil tender / PQQ requirements around programmes, Risk Assessments, Method Statements and other supporting literature
- Direct and indirect contact with customer base both to develop new and extend current relationships
- Active management of company CRM system to provide and produce accurate tender statistical analysis.
- Active engagement and development of company Social Value policy
- Active engagement and development of production of Carbon Emission details

Requirements

- Knowledge of specifications and contract documents, trends and requirements
- Experience in planning and execution of contracts, preferably with highways related sectors
- Ability to review tenders to identify strategic needs of clients and present a bid winning solution

