

Marketing & Bid Executive

Job Description

Experienced Marketing & Bid Executive with a clear understanding of B2B marketing, and knowledge/experience of bids. Reporting to the Marketing & Bid Manager, the Marketing & Bid Executive will have strong organisational and administration skills, good writing and creativity skills, a methodical approach with good attention to detail, good IT skills, proven capability to work under pressure and meet tight deadlines where necessary, and an outgoing temperament with a passion for marketing, quality and business development.

Responsibilities:

- Tracking and logging of new bid opportunities
- Updating and maintaining electronic portal registrations
- Assisting in the completion of SQ/PQQ and questionnaire responses, including gathering information, tailoring responses, and assembling and formatting CVs and other bid materials
- Assisting with bid production and submission including formatting and editing, printing, binding and arranging delivery of final responses.
- Maintaining a Company-wide bid collateral system including written content, diagrams, staff CVs, case studies, client and project reference material, and other generic material as required
- Utilising InDesign to assist with the production of bid and marketing material including brochures, newsletters and presentations



- Assist with the preparation of various presentation materials including brochures and PowerPoint presentations
- Develop a sound knowledge of the company's portfolio of projects and clients in order to make an effective contribution to the company's marketing activities
- Identify and develop opportunities to improve the company's presence, brand and success
- Maintain the company's client database (Union Square)
- Update, maintain and optimise our company website
- Manage & optimise social media presence i.e. Twitter, Instagram & LinkedIn
- Manage CSR volunteering and charity events
- Assist in the assembly and writing of information for our internal newsletter
- Organise photography of finished projects
- Assist in event management
- Manage our client feedback process via SurveyMonkey
- Update and ordering of branded stationery
- Manage printing from external companies for brochures and marketing material
- Administrative tasks including booking meeting rooms, producing and ordering business cards, binding and ordering couriers.

This is a busy role which offers variety and would suit someone who would like to develop both their marketing and bid management skills further.

Qualities & skills required - The successful candidate will have:

- At least 2 years of experience within a similar Bid/Marketing Role
- Fluent English, strong verbal and written communication skills
- A writing related or marketing degree (or equivalent)
- Ability to produce clear, structured pieces of writing
- Understanding of B2B marketing and desire to develop skills
- Knowledge and or experience of the bid process (desirable)
- Knowledge of external communication tools including social media
- High proficiency in the use of MS Office
- Experience using Adobe InDesign & Photoshop (desirable)
- Strong organisational and administration skills, with ability to multi-task while whilst maintaining quality
- Ability to work under pressure, delivering effectively against tight deadlines whilst retaining excellent attention to detail
- Ability to work both independently and as part of a team
- Willingness to learn and 'muck-in' with a 'can do' attitude