

Bid & Marketing Assistant

About Us

ECD Architects is an award winning practice specialising in the design of low energy, low environmental impact buildings, cost effectively and to the highest quality standards. We have two offices; one in London and one in Glasgow. These offices are filled with incredibly talented people from Architects to BIM and Sustainability professionals. Everyone who works with us is great at what they do and does it with passion. What's more, we are a nice bunch of people with whom it is fun to work.

ECD Architects is an equal opportunities employer with great employee benefits. All our staff are consulted, engaged and provided with the support and encouragement to pursue both personal and career goals. We invest heavily in training and support, continuously creating opportunities for our people to learn and develop their skills and knowledge in order to continue to deliver successful innovative services to our clients. This ensures we attract, motivate and retain the best talent.

About the Role

Reporting to the Marketing Manager, the Marketing & Bid Assistant will have strong organisational and administration abilities, 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 quality and business development.

Responsibilities:

- Tracking and logging of new bid opportunities
- Updating and maintaining electronic portal registrations
- Assisting in the completion of tender questionnaires, including gathering information, tailoring responses, and assembling and tailoring CVs, case studies and other bid materials
- Assisting with bid production and submission including formatting, editing and arranging delivery of final responses
- Supporting the maintenance of the company bid collateral including written content, diagrams, staff CVs, case studies, client and project reference material, etc.
- Assisting the production of marketing materials such as brochures and newsletters
- Preparing presentations
- Developing a sound knowledge of the company's portfolio of projects and clients to make an effective contribution to the company's marketing activities
- Maintaining the company's information database (Union Square)
- Updating, maintaining and optimising the company website
- Posting company communications on social media i.e. Twitter, Instagram & LinkedIn
- Managing company social, volunteering and charity events
- Assembling and writing information for the internal newsletter
- Organising photography of finished projects
- Managing our client feedback process
- Managing the print of company branded stationery and merchandise

This is a busy role which offers variety and a first step into a career in marketing and bid management.

Qualities & skills required

- Experience working within an office environment
- Fluent English, strong verbal and written communication skills
- Ability to produce clear, structured pieces of writing
- Knowledge and or experience of the bid process (desirable)
- Adept at using social media communication tools
- High proficiency in the use of MS Office – word, excel and powerpoint
- Experience using Adobe InDesign & Photoshop (desirable)
- Strong organisational and administration skills, with ability to multitask 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
- Demonstrate behaviours which reflect a full understanding and commitment to the company values

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the Company may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this, and adapt a flexible approach to work.

ECD Architects is an Equal Opportunity Employer. We value diversity and welcome applications from all sections of the community.

To apply

To apply, please forward your up-to-date CV and covering letter to:

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