



Bid Coordinator

City of London

View this job online at:

<https://www.constructionjobstem.com/jobs/united-kingdom/bid-coordinator/j893492.html>

Job Description

Fawkes and Reece are currently assisting a premier brand main contractor (interior fit out specialists) with their search for a driven and ambitious Bid Coordinator. The Bid Coordinator will support the Bid Managers (x2) in fulfilling the bid process to win new business. The Bid Coordinator will have experience of using Adobe InDesign and ensure that all marketing products and marketing collateral are consistent in quality and branding.

Duties;

*Downloading, storing, printing and sharing RFI documents with the bid team

*Reviewing RFI documents and extracting key information

*Populating the bid launch and key information tracker

*Responding to RFIs (including EOIs, PQOs, ITTs)

*Coordinating meetings/managing diaries for bid launches, reviews, presentation rehearsals and submission deadlines

*Developing innovative ideas and themes for proposal document branding

*Creating consistent page layouts (InDesign)

*Reviewing and editing material supplied by others for proposals

Salary

25,000 to 30,000

Benefits

Benefits

Location

United Kingdom

Location Description

City of London

Company

Fawkes & Reece

Posted By

Fawkes & Reece

Date Posted

08/11/2019

Application Closing

06/12/2019

Job ID

893492

Employer Reference

AS-BC-75368

Job Functions

Construction

Personal specification

Industries

Construction

*Organisation and time management

*Advanced verbal/written communication to represent our client to the highest level

*Producing quality bid/marketing documents

*Professional IT usage of Microsoft Office, InDesign, Photoshop, Illustrator, Aconex

In return you will receive the opportunity to progress your career within a business who promote the development of all of their employees, with many of the current senior managers and directors having joined the business in junior/trainee positions themselves.

To find out more about this rare opportunity apply today or contact Anthony Sambrook at Fawkes and Reece.

Skills & Experience

Bid Coordinator - Commercial - Fit Out - London - Interiors - Construction - InDesign