

JOB DESCRIPTION

Bid Coordinator / Bid Manager

Thomson Gray have an exciting opportunity for a bid coordinator / bid manager to join their Edinburgh or Glasgow office.

Founded in 2004, Thomson Gray have offices in five locations, employing over 75 property and construction consulting professionals. We provide a range of consultancy services including project management, building surveying, health and safety, CDM and principal designer – as well as other key statutory and advisory roles including contract administration, expert opinion and construction quality management.

We are looking for a creative, collaborative and motivated person to lead on the creation of bid writing and tender opportunities across the company. You will be highly organised and self-motivated, able to take successful ownership of each task while working to tight deadlines. You will have excellent writing skills and proficient using adobe creative cloud software.

Dependant on experience and skillset, there is opportunity for developing the marketing strategy and creating high-quality communications material and promoting the company through the company website and social media channels including LinkedIn, Instagram and Twitter.

Job requirements include, but not limited to the following:

New Business

- Act as first point of contact for new business enquiries
- Coordinate with internal and external contributors (e.g. consultants) to bid documents
- Create and update project information sheets, bid templates and staff CVs
- Generate expression of interest documents, practice profiles, SPDs, PPQs, ITTs and other bid documents including writing, editing and graphic design
- Maintain and update the new business schedule, regularly reviewing with the directors and business development team
- Manage the bid process from start to finish - coordinating all activities, monitoring progress, circulating and responding to tender portal communications and making sure deadlines are met
- Monitor and manage tendering portals and procurement frameworks
- Monitor and review OJEU notices, design competitions, invitations to tender and new business opportunities
- Prepare presentations in InDesign and PowerPoint
- Support all staff across the company with bids, reports and research tasks
- Generate new marketing and PR material to support business development into new markets
- Identify business development strategies with senior management and lead on implementation
- Liaise with professional photographers and design team consultants on project imagery
- Work with senior management to drive direct new business opportunities

Website and Social Media

- Manage and maintain website via Content Management System (Craft CMS)
- Update website with new projects, news articles and team members
- Liaise with directors and team regarding content
- Manage and create posts on social media channels, LinkedIn, Twitter and Instagram
- Create mailing list newsletters including quarterly market commentary (Mailchimp)

How to Apply

Please email enquiries@thomsongray.com your CV and cover letter (in PDF format) for the attention of Brian Yeats, outlining your experience and why you believe you are suited to the role. This is an exciting time for our business and a great opportunity for candidates who want to be a part of our long-term growth strategy.

A competitive salary will be offered to the successful candidate based on experience, and excellent opportunities for career progression. Thomson Gray is an equal opportunities employer. We welcome applications from all backgrounds and seek to support flexible working arrangements.