

JOB

DESCRIPTION

Job Title:	Bid Manager
Department:	Business Development
Reporting to:	Business Development Director
Responsible for (staff):	N/A
Location:	Redditch
General Purpose of Role:	Provide bid management support to the wider Arcus organisation

A new opportunity for a Bid Manager exists to join an innovative FM service provider in Redditch. Arcus are renowned for taking very good care of their staff and you'll be joining a growing bid team that are a part of the wider business development team. This function is very much considered a vital part of the organisation and brings with it significant opportunities for personal and career growth.

At Arcus we are passionate about our people and their development. We understand that continuing to invest in our people in the right ways will keep us agile and flexible. This helps us deliver a winning service. Quite simply we bring brilliant people together to make amazing things happen and we want you to become a part of this.

ACCOUNTABILITIES

- Working closely with Business Development to create winning solutions for our clients
- Writing and management of creative and innovative bids tailored to the requirements of each client, incorporating best practice and past learning experiences
- Management of bid related activities from bid kick off, strategy and sign off meetings through to client presentation stage
- Working with the team to contribute towards ongoing bid related projects (e.g. management of the bid library, case studies)
- Working with the team to research clients, competitors, market trends and innovation.
- Working within the bid team to manage daily incoming opportunities
- Supporting the team to manage and complete Pre-Qualification Questionnaires, RFI and supplier registration forms
- Management of the receipt and distribution of clarification questions relating to a bid / new business opportunities
- Support the Marketing and Communications team to enable a focused programme of events to support both the business development and marketing strategy
- Support and help maintain an annual events and marketing calendar to ensure key stakeholders are aware of upcoming events
- Promote Arcus' brand identity and guidelines across the group including giving guidance to stakeholders on our brand and the correct use of our branding and logo
- Support the Marketing and Communications team with the managing of our external social media accounts

KNOWLEDGE AND SKILLS

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- FM industry experience is essential
- Ambitious and driven individual with a willingness to learn
- Great communicator with proven bid management and writing skills
- Ability to create compelling creative and innovative bids tailored to the requirements of each business opportunity

VALUES & BEHAVIOURS

Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

OTHER FACTORS

- Occasional travel may be necessary so a Full UK driving license is required.