

# Bid Writer & Co-ordinator

**Are you a patient and methodical worker, with excellent writing and analytical skills?**

Do you work well to deadlines, and thrive at collating information to help tell stories?

**If so, Quanta want to hear from you!**

This role is pivotal to the growth and success of Contracts within Quanta. This role enables the bids to be created, and managed, in the most efficient way possible, ensuring the Commercial Team's skills are fully leveraged.

Job Title	Bid Writer & Co-ordinator
Department	Commercials
Reports to	Commercial Director
Hours of work	08:30-17:00 Monday to Friday
Place of work	Quanta Office in Worcester / possibly hybrid working and/or work from home
Package extras	Free Parking at Worcester, fully stocked staff kitchen, cycle to work scheme, contributory pension

[www.quanta.co.uk](http://www.quanta.co.uk)



# Primary Responsibilities

## Bid Co-ordination

- Co-ordinate and run the bid no bid meetings.
- Co-ordinate the bid team and their meetings.
- Co-ordinate and support the Commercial Director in the Bidding process;
- Manage bid response process;
- Completion of all compliance.
- Clearly document the weighting criteria the answers need to be shaped around.
- Create Bid Storyboard – templates from CD.
- Ensure Written with bid weighting criteria in mind.
- Co-ordination of written responses from SME's.
- Submissions completed 24hrs prior to deadlines.

## Service Integrator Tasks

- Complete pricing schedules as per guidance set by the Commercial Director (CD) – complete all fields required, pricing set by CD.
- Complete and co-ordinate the completion of Compliance tasks as and when they arise. E.g Annual InfoSec for Capita.

## Market Analysis and Research

- Setting up and monitoring tender alerts, as per criteria set (ability to evolve criteria on experience).
- Stay informed about industry trends, customer preferences, and regulatory changes.
- Use market insights to inform the commercial strategy and product/service offerings accordingly.



# Primary Responsibilities

## Reporting and Analytics

- Create and present regular reports on commercial performance and key metrics.
- Utilise data and analytics to make informed decisions and track progress against objectives.
- Oversight of company wide reporting and data analytics.

## Contract Compliance

- Ensure Company Compliance Tracker has all Contractual obligations documented, with review dates set, and relevant staff members assigned.
- Attend Contract compliance meetings, both internal and external.

## Bid Library

- Creating a searchable question library to enable quicker bid creation.
- Maintaining tender document library.
- Co-ordinate and run lessons learned meetings to identify which questions to upload to document library.
- Create How to Guides for existing Frameworks and contracts.



# Professional Specification

	Essential	Desirable
Qualifications and Training	GCSE Mathematics and English.	
Experience	At least 2 years experience in an administrative role MS Excel MS Word	MS PowerPoint MS PowerBI – using reports At least 2 years experience in bid writing for Public sector contracts CRM updates and management, ideally MS Dynamics365
General Ability and Personal Attributes	Good time management and working to deadlines Ability to assemble teams to contribute to the bid process Analytical mind bringing a data driven approach Clear communicator Structured approach to work	Have a team focus bias but be able to work independently.

