# Bid Coordinator Blu-3 (UK) Ltd

About the role

In the role of Bid Coordinator within the Estimating Team, your responsibility will be to guarantee the presentation, accuracy, and timely delivery of all proposals we submit. You will efficiently manage the coordination of Commercial, Technical, Quality, and Legal aspects of Tenders, incorporating insights from various departments and technical experts. We encourage innovation and creativity in enhancing processes, expanding our Bid information library, and achieving cross-departmental goals.

**What we’re looking for**

The preferred candidate should possess a proven track record in coordinating and preparing bids, tenders, or proposals, *ideally* within the Construction industry. Proficiency in all Microsoft Office packages is essential, and familiarity with navigating diverse portals is advantageous. A strong emphasis on time management, meticulous planning, and prioritisation skills is crucial for meeting strict deadlines whilst under pressure. The ideal candidate demonstrates diligence, exceptional attention to detail, and excels in both written and verbal communication.

What you’ll be doing

* Working closely with the Estimating Administrator to Launch new opportunities.
* Attending internal and external Bid meetings.
* Continuous improvement of the bid information library.
* Exploring and development of new ideas, processes and procedures to ensure the department runs smoothly.
* Creating project profiles and presentations to showcase blu-3 experience & capabilities
* Ensuring complete and accurate document downloads from clients.
* Responsible for the completion of tender acknowledgments, onboarding registrations, questionnaires, EOI’s and PQQ’s.
* Managing the bid decision process with buy in from Board members and Directors.
* Reviewing and highlighting all Bid requirements.
* Putting together bid teams and allocating responsibilities.
* Facilitating early liaison with the legal team to ensure contract negotiation and adjustments are reflected within our submissions.
* Regularly communication on bid requirements with the wider team to ensure we are on track to submit a compliant tender return within the given deadline.
* Management of supplemental bid requirements e.g Forms of tender, insurances, CV’s etc.
* Reviewing, formatting and finalising proposals ready for sign off by the Proposals team manager. Ensuring all proposals comply with company brand, quality guidelines and customer requirements.
* Submission of all Proposals.
* Analysing bid feedback and ensuring ongoing improvements.
* Understanding the team’s capacity and the opportunities blu-3 want to pursue.

**What we can offer you**

* Competitive base salary
* Modern offices with free parking and access to onsite gym
* 24 days holiday plus bank holidays increasing with length of service
* Holiday Purchasing Scheme
* Paid charity day
* Learning & development opportunities
* Pension
* Discretionary Bonus Scheme
* Healthcare cash plan and free will writing service
* Regular socials
* EAP and mind fitness Apps
* Location: Aylesford, Kent, UK
* Job type: Permanent / Full-time
* Sector: Office Support
* Salary: Competitive
* 0800-1700- 1 hour break – 40 hours per week (WFH 1-2 days per week)