



Job Description	
Job Title: Bid Coordinator	The Region: Stratford, London
Salary: £30,000 plus bonus	Place of work: Dimensions Training Solutions, London
Business Area: Business Development	Date: 2nd March 2022
<p>Job Purpose:</p> <p>An exciting opportunity has arisen for a Bid Coordinator to join our successful team. The ideal candidate will co-ordinate and produce bid response documents for PQQs and non-strategic bids to a high standard, in accordance with requirements and in line with the Dimensions Training Solutions bid framework process. Responsibilities include bid planning using agreed tools, document creation, population, compilation and control, and submission in line with timescales. High level of attention to detail and an ability to work under pressure are essential for this role.</p>	
<p>Key Responsibilities and Accountabilities:</p> <ul style="list-style-type: none"> • Co-ordinate bid production activities for non-strategic bid opportunities and prequalification questionnaires including reading and understanding client bid documentation, deadlines and submission requirements and Consolidate content from contributors into the required format and flag gaps to sales lead. • Support managers when required on strategic and high priority bids including setting up compliance matrix and project plan, passing back to the Manager to maintain and own and supporting the Manager with communication via e-portals. • Maintain the bid framework standard model/toolkit, making sure that the latest documents are always available in the agreed location on O365 and on bid collaboration sites. • Support the manager to keep the library current. 	
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Experience in working with senior management to manage delivery of timelines and outputs. • A minimum of one year relevant professional experience in supporting business development. • Proven capacity to effectively work within parameters of bid management processes. • Demonstrated achievement in the coordination and production of bid submissions at RFI, RFQ and presentation stages. • Strong organisational skills and ability to manage precise scheduling and multiple and shifting priorities. 	



- Ability to work with wider business teams to ensure deadlines are met.

Desirable

- Certified APMP Foundation level

Terms of Employment

Contract:	Permanent, full time
Hours of work:	37.5 hrs a week
Holidays:	28 days pa, including bank/public holidays The leave year runs from 1 st January to 31 st December
Place of Work:	Dimensions Training Solutions, Stratford, London
Benefits:	Employee Assistance Programme Contributory pension scheme

Full employment terms will be included within the contract of employment

This position is subject to a satisfactory DBS check and references

DTS are committed to Safer Recruitment Policies, Safeguarding, the Prevent Duty and promoting the welfare of children, young people and adults. We will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst all staff.

In line with being a Disability Confident Employer, your Equality, Health and Wellbeing is important to us. As an employee we expect you to respect not only other employees but clients and learners alike.