



Bid Assistant

We are seeking to employ a Bid Assistant in our London Bridge office.

The Role

Hilson Moran have an exciting opportunity for an experienced Bid Assistant to join their growing marketing team based in their London Bridge offices.

The main focus of this role is to support the coordination and production of high quality pre-qualification bid and fee proposal documentation which enables Hilson Moran to secure commercial opportunities, along with the provision of general day-to-day support to the marketing team.

He/she will work primarily in collaboration with the other members of the marketing team (including the, Bid Manager, Digital Marketing Manager a Graphic Designers), but will also be required to communicate and work with the Senior Leadership Team, Management Directors, Design Directors, s and Departmental Heads of various Specialist Services Groups to deliver effective bid support and the promote the overall marketing approach.

Your Responsibilities will Include the following:

PQQ / Bid Production

Creation of PQQ's, bid documents and presentations using standard company templates.
Completion of RFI and PQQ information via digital platforms.
Collation of input into proposals and proof reading of responses.
Tailoring of standard content to align with proposal requirements.
Completion of all standard PQQ documentation.
Creation and completion of excel templates for fee / resource calculation using standard company templates.
Setting up and attendance at bid review meetings with senior personnel.
Internal liaison with Directors / specialists to gather and collate input.
General coordination and administration of bid activity and related documentation.

PQQ / Bid Ongoing Administration

Production / management of CV's for all company new starters.
Administration of fee proposal content library.
Management / maintenance of corporate model answers documentation / information.
Monitoring of public sources of information for potential opportunities (OJEU's, tender portals, etc.).
Administration of tender portals.
Develop, implement and maintain a record of public sector / publically procured bid opportunities to aid future BD targeting.

Marketing Support

Overseeing the ongoing maintenance of our online image library (Open Asset) including uploading and tagging new project images and keeping staff photos up to date.
In conjunction with the marketing team create new project pages in InDesign and MS Publisher, and for the company website as required.
Supporting new joiner welcome inductions with the marketing team.
Support with website maintenance including uploading of content and new images as required.
General Admin support including booking conference and event tickets and potentially event management.

We'd like to Hear from You If You Have

- Educated to degree level or equivalent in marketing or a related subject.
- Proven experience of working in a professional environment, construction / architecture / engineering preferable, but not essential
- Intermediate plus level of skills in MS office suite
- In-Design skills an advantage, but not essential
- Organised and able to prioritise with a good attention to detail
- Strong written communication and numerical skills
- Ability to work under pressure to multiple tight deadlines
- Ability to interact / communicate with individuals at all levels of the organisation
- Proactive, hardworking and with a positive attitude
- Willingness to engage and develop understanding of technical concepts / ideas / terminology (although not a technical role and no specific technical experience required)

Interested?

Please forward your CV along with a covering letter outlining your suitability for the role and your salary / package expectations to careers@hilsonmoran.com