

# Bid Coordinator

## Job Description

**Location:** Cardiff  
**Package:** £30,500 - £40,000 + Benefits  
**Position:** Full-Time, Permanent

### Short Description of Role

Net Consulting is looking to appoint an experienced and talented Bid Coordinator. The Bid Coordinator will prepare winning bids and coordinate the end-to-end bid process. The candidate will already be in a similar position, with experience of developing bids of varying size and complexity to a consistently high standard, producing content and managing the overall bid management process.

### Key Accountabilities & Responsibilities

- Prepare winning bids and coordinate the end-to-end bid process, including managing an opportunity from qualification through to contract award
- Coordinate all aspects of the bid process and create proposals that enable us to continue to acquire and retain customers
- Responsible for developing bids to a consistently high standard, working closely with our Enterprise & Defence sales teams to fully understand prospective customer requirements and ensure that Net Consulting's value proposition is communicated
- Manage and coordinate the preparation of bids, interpreting requirements and creating engaging written quality responses
- Collaborate with our technical and delivery teams and be able to communicate their information in a customer-centric manner
- Work collaboratively with external parties to coordinate bid responses
- Coordinate all supporting bid documentation and pricing elements
- Manage the bid quality review process to ensure that the bid team submits high-quality bid deliverables on time
- Development of Net Consulting's bid content library and supporting documentation
- Identify areas for improvement or competitive advantages in future proposals

### Company Benefits

- 25 Days Annual Leave (excluding Bank Holidays)
- Benefit Options (Contributory Pension Scheme, Private Medical Insurance, Life Assurance, Critical Illness Cover, Health & Wellbeing)
- Discretionary Bonus (Performance Related)
- Excellent Career Progression Opportunities