

Campbell Scientific Limited

JOB DESCRIPTION: BID MANAGER

Reporting to: HEAD OF SALES & MARKETING

Job Role

The Bid Manager will assemble a bid team with the relevant service / product / business knowledge required to prepare a winning bid, whilst taking ownership of the end-to-end bid process. Responsibilities include introduction and implementation of all necessary bid procedures, governance, and process. This is a highly networked role that requires an ability to work under pressure and to challenging deadlines. It will require strong communication skills as you will have to liaise with a wide range of departments and stakeholders across the business.

Experience

Proven capability in delivering winning, medium to high value product or complex services opportunities. Ideally has a background in solutions and services and experience of bid campaign management from opportunity identification through to project delivery, and will provide valuable input into opportunity qualification, win strategies, commercial discussions and solution design.

Must be comfortable working at CEO / Director Level (internal and external customers). Will be fully conversant with the competitive marketplace. Sound commercial understanding, P&L and risk management skills. Have the ability to manage complex, multi-workstream opportunities. Solid understanding and implementation of internal governance procedures.

Main Responsibilities

- To manage the bid qualification (bid go / no go) process for new opportunities
- Manage virtual bid teams and inputs from a variety of stakeholders, typically involving contributions from sales, marketing, technical services, project management, product teams, finance, commercial, legal and delivery
- Preparing and reviewing the commercial aspects of the bid, ensuring all services are included in the final price to the customer
- Risk tracking and management throughout the bid process
- Contributing to the written proposal - both in terms of content and presentation (such as preparation of a management summary)
- Manage the bid budget
- Ensure timely delivery of compliant and commercially sound bids
- Understand and resolve complex technical, strategic and business issues
- Arrange all post bid reviews with customers, post contract award
- Must be an excellent communicator.

- Delivery of compliant, professionally produced proposals within customer defined timeframes
- Coordinate and review / edit proposal input from a variety of stakeholders, typically involving contributions from sales, marketing, technical specialists, product teams, finance, commercial, legal and delivery
- Communicate and influence at a senior level
- Ability to coach sales teams and subject matter experts in persuasive writing and proposal best practice
- Document template management in line with company branding
- Strong time management / prioritisation skills
- Excellent attention to detail.