

JUNIOR BID WRITER

HUDSON™

Job Role: Junior Bid Writer

Salary: £18,000 to £20,000 depending on qualifications

Driving license: Essential

Working Hours:	Monday-Thursday: 9-5:30pm (including 1 hour for lunch) Friday: 9-5pm (including 30 minutes for lunch)
Line Manager:	Head of Bid Management
Location:	Durham Head Office, with occasional travel
Holidays: down)	20 days per year plus bank holidays (3 days must be kept for Christmas shut
Required education:	Degree level minimum

Person specification:

We only require highly professional individuals to work for our Company. We support some of the biggest companies in the UK down to small SMEs, but our service level remains the same.

We strive for perfection when it comes to customer service so the successful person in this role must be a perfectionist and like to dot the I's and cross the T's every evening before going home.

This person will take pride in their work and celebrate their successes and have an ambition to grow their career alongside the successful growth of the company. We have a policy that all suggestions are worth hearing and we want to hear everyone's ideas for improving what we offer to our customers.

You must dress smart, act professional and be focused on building a solid career as well as willing to work the extra hours needed at times to deliver your role.

This role is only suitable to someone with excellent English writing skills and first-class verbal communications.

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Job specification:

The role will change daily so you must be adaptable, and change must not frighten you as our constantly evolving business is continually changing (for the better). You must have an abundance of common sense, be bright, willing to learn and take strong notes to ensure management do not need to repeat actions and activities.

Due to the diverse nature of this role, you will play a key part in tender writing for multiple clients in multiple businesses. Full training will be given during your probationary period, but you will also be expected to take ownership of additional learning and development.

The ideal person for this role will be highly motivated, customer focused and have a 'can do' attitude. This person must not be afraid of deadlines, as the role will need you to meet daily deadlines which cannot be changed.

It's critically important you can 'speak the language' when communicating with clients and internal team members, ensuring you breed confidence in your approach. Therefore, excellent communication skills are a must, both verbal and written. Full training however will be given on this as you will not be expected to know this from day one.

Skills/attributes required:

- Hardworking with a common-sense approach
- Exceptional English writing abilities
- Remarkable research skills
- Confident professional telephone manner
- High literacy skills
- Self-motivated
- Structured and process driven
- Initiative & a team player
- Ability to deal with people at all levels
- Career driven with a desire to succeed
- Problem solver & logical thinker
- Resourceful & adaptable
- Good multi-tasker

You will have a keen eye for detail and work towards quality processes.

In the early days of your career with us, you will be responsible for elements of an overall tender, before moving onto writing bids from start to finish following a solid training programme.

Following six months training programme, we would expect you to be able to write a bid which pulls together factual information from a variety of sources in a format which is both interesting and comprehensive. Researching and finding information from previous documents will be a key part of this role.

We are looking for a good all-rounder for this position, someone who is prepared to roll their sleeves up and get involved in multiple projects. No two days will be the same, so this role requires someone who is highly focused on career development and someone who isn't afraid of hard work and deadlines.

If you hold a Level 6 qualification (Degree) starting wage is £18,000 per annum. If you hold a Level 7 qualification (Masters) starting wage is £20,000 per annum.

Career Progression:

Career progression for this role can you see you moving into a range of positions depending on where your core interests lie following your time with our Company.

Possibilities are:
Bid Writer (£25,000)
Bid Manager (£28,000-£30,000)
Regional Bid Manager (£33,000+)

If you feel like you have what it takes to be our next recruit, please send your CV to Daniel Hall at dan@hudsonprocurementgroup.co.uk. If you are shortlisted for interview a short presentation or written assessment may be required to showcase how you would deal with specific scenarios / workloads.