

JOB DESCRIPTION

Job title:	Bid Assistant
Reports to:	Bid Manager
Location:	London
Contract:	Permanent (subject to satisfactory completion of 3 month probation period)
Working pattern:	Full-time: Monday to Friday, 9.30am – 6.00pm, with 1 hour for lunch, but with need for flexibility according to business needs.

Overview

Donald Insall Associates is one of the UK's leading architectural practices in the field of conservation of historic buildings and design of new buildings in sensitive locations. With over 50 years' experience and more than 150 awards, our clients benefit from a truly bespoke service. We employ around 100 people across 6 strategically located UK offices.

This role supports the National Proposals Manager in coordinating and delivering tender submissions for our London, Bath, Birmingham, Cambridge, Chester, Conwy, Manchester and Trinidad offices.

Duties and responsibilities include but shall not be limited to:

- Coordination and development of Pitch documents, Expressions of Interest, Pre-qualification Questionnaires and Request for Information docs
- Creating base documents / templates in house-style
- Sourcing experience, CVs, credentials and other content where required on the Practice's intranet /database
- Coordination of input from internal business experts and editing and proofreading to ensure consistency throughout
- Coordination of multi-disciplinary input from external stakeholders/collaborators
- Developing and editing the pitch document as part of the pitch production process
- Liaison with all directors nationally across our regional offices and supporting practice-wide communications on pitches
- Monitoring and circulation of pitch opportunities, including using portals/ key media for tender adverts and notifications
- Maintenance of the pitch systems win/loss data on the internal intranet system including:
 - Data entry
 - Editing and amending records
 - Chasing and closing down pending pitches
 - Uploading final submissions and feedback
- Managing the CV processes (e.g. new starter requests, developing alternative CVs specific to type of pitch)
- Developing and compiling a suite of reporting materials on pitches, systems and processes

Please note that job descriptions are not exhaustive, and the duties and responsibilities of the post may be amended from time to time, in consultation with the post holder.

Knowledge, Skills and Experience required

Essential:

- Experience working in a professional services environment / architects desirable
- Approximately 1 year spent in a professional services environment or tenders/procurement function
- Adopts a proactive approach to planning and prioritising workload, predicting likely workflow patterns and taking positive action to manage them
- Resilient and able to work effectively under pressure
- Working in a fast pace environment to strict deadlines
- Strong IT literacy, proficient in Microsoft Office Suite including:
 - Word – to a high standard, with a particular competence in using styles
 - Excel – to a good standard to include data manipulation and analysis
 - PowerPoint – to a good standard, including graphical imagery such as structure charts and flow diagrams
- Good communication skills, both written and verbal and able to professionally communicate to the highest level of seniority
- Excellent grasp of English language and grammar, with an eye for detail and ability to proofread
- Ability to use initiative and work unsupervised

Desirable:

- Educated to degree level or other relevant qualification such as CIM
- Adobe InDesign experience
- Knowledge of photo editing and basic graphics packages

Equal Opportunities

Donald Insall Associates is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

April 2017