

job description



Position title	Bid Manager
Date	07/02/2022
Line Manager title	Head of Sales Manager – SE
Grade	9

Purpose

- To coordinate the activities of all regional I&C support functions (Operations, Sales, Marketing, Legal, Finance, HR, etc) on national corporate bids
- To manage in coordination with the Head of Sales (National Accounts) and the designated Regional sales lead the formulation and submission of national account commercial bids
- Responsible for formulation and administration of a national I&C bid library
- To assist the Head of Sales (National Accounts) to develop tender submission programmes for National Accounts , allocate responsibilities (both internally and externally) and manage effectively

Key responsibilities

To lead on Bid Writing for large National Accounts and give support to Regional teams on their bid writing for smaller national accounts

Manage, produce and ensure circulation of National bid pipeline reports

Ensure coordinated sign off with relevant RD's on national bids

Liaise with prospective national bid clients, other members of staff and external advisers and/or consultants to ensure appropriate inputs to tenders

Build open and effective relationships between other members of the team and others within the SUEZ group.

Ensure that all bids put together are done so to an extremely high standard

Interface with large national clients on commercial and technical matters

Assist RBM's in the development of waste flows for national bids

Assist in development of the optimised technical and commercial solutions

Liaise with all of the regions and finance to build and sign off the financial models

Prepare tender documents to a high standard and within timetables set by the Head of Sales

Work with Marketing to develop a National Sales Marketing program targeting cross regional corporate prospects

Set up quarterly National Account Strategy meetings to be attended by CEO , RD's , RBM's and HOS's

To ensure Salesforce is kept up to date with all relevant data on live and prospective national sales prospects ; this needs to include analysis allocation of spend per region

Skills

- Ensure that data accuracy of all bids are of a high quality.
- Ability to coordinate conflicting priorities and still ensure that all bids are of a high quality.
- Exceptional written documentation
- Ability to collate data and produces insights (why we win and why we lose), and from that develop a strategy to ensure that everyone learns from previous bids and best practice
- Ensuring stakeholder alignment across all regions and departments
- Excellent communication skills
- Ability to work in a matrix organisational structure
- Able to work to tight-deadlines without reduction of quality of out-put

Behaviours

- Passion for customers
- Making sure that all submissions meet the customer's expectations.
- Collaboration with all stakeholders
- Drive for continuous improvement in all bids
- Sharing best practice with the wider teams to increase their knowledge and know-how.
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Knowledge

- Expert knowledge of Microsoft Word, PowerPoint and Excel
- Ideally have worked with Salesforce previously
- Exceptional experience and knowledge of Business to Business (B2B)
- Experience of out-sourcing
- Involvement in supporting our Marketing Campaigns

Specific candidate requirements

- Knowledge of the UK Waste Industry (advantage)
- Knowledge of the Circular Economy (advantage)
- Knowledge of Logistics and contract management (advantage)
- Good understanding of Marketing and communications
- Project Experience (advantage)

Qualifications

Prince 2 Qualification (advantage)

Please note: The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.