

Role and responsibilities

Identity

Position title	Assistant Bid Manager
Date	June 2017
Line Manager title	Senior Corporate Development Manager
Grade	11

Purpose

(the 'why' of the position, within which limits and according to what objectives)

Why	<p>The Assistant Bid Manager is responsible for the management and reporting of the sales pipeline and the allocation of new opportunities for the corporate and regional bidding teams. This role is also responsible for the preparation and submission of pre-qualification questionnaires (PQQs) for regional and corporate sector customers.</p> <p>The Assistant Bid Manager assists with the preparation of final tenders and updating the tender library of information, ensuring that information is refreshed on an ongoing basis.</p> <p>The post holder also provides general support for Bid Managers throughout the tender process.</p>
Within	The Corporate Sector Development Team
According to	The Corporate Sector Development Strategy

Key stakeholder interaction network



Ideal candidate experience

Graduate level, or equivalent with at least one year's work experience.

Excellent communication skills - both verbal and written.

Good project management skills with the desire and tenacity to complete multiple tasks in tight timescales.

Experience of working in a private sector bidding environment is desirable but not essential.

Area one - Sales pipeline management

Details	Delivery measure
<ul style="list-style-type: none"> Proactive monitoring of commercial portals (for new sales opportunities) and OJEU (Official Journal of the European Union) notices. Pipeline (of sales opportunities) management and reporting. Allocation of prospects to either regional or corporate sales staff. Mapping and Management of leads within Salesforce, documentation of bid process and reporting of pipeline 	<p>Consolidation of portals into central place and evidence that SUEZ has access to tender opportunities.</p> <p>Number of opportunities accessed.</p>

In order to	Ensure all opportunities are captured and allocated correctly.
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Area two - PQQ and tender submissions

Details	Delivery measure
<ul style="list-style-type: none"> Preparation and submission of pre-qualification questionnaires (PQQs) to ensure the bid team has the maximum number of opportunities available to them. Preparation of standard answers for frequently asked questions. Support with tender writing and the preparation of tender submissions. 	<p>Success of prequalification process.</p> <p>Lost/won customer feedback on quality of submission, results of award criteria (as applicable).</p> <p>Conversion rate of bids.</p>
In order to	Ensure that PQQs and tender submissions are completed to the highest possible quality.

Area three - Corporate Sector Development team support

Details	Delivery measure
<ul style="list-style-type: none"> Ensuring information in the tender library is up-to-date and refreshed on a continual basis. Preparation of presentation documents to assist Bid Managers with internal project approvals meetings and customer meetings. Update of customer details on Salesforce. Ad hoc administrative support. 	<p>Lost/won customer feedback on quality of submission, results of award criteria (as applicable).</p> <p>Conversion rate of bids.</p>
In order to	Provide wide ranging support to Bid Managers

Area four - Customer Analysis

Details	Delivery measure
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<ul style="list-style-type: none"> • Identification of target customers • Provision of information to assist Bid Managers with networking. • Provision of basic market and customer analysis in collaboration with the Custeomr Insight team. 	<p>Successful development of pipeline and increased size of longer term opportunities.</p> <p>Number of leads developed through bid support.</p>
<p>In order to</p>	<p>Ensure Bid Managers have access to up-to-date information about customers.</p>

Please note

1. In line with our Values and Ethics Charter, the job holder is expected to:
 - Act in an honest, responsible and respectful manner to others.
 - Be responsible for their own professional conduct.
 - Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
 - Comply with our obligations to other parties such as shareholders, associates, clients, suppliers and the community.
 - Ensure the health, safety and wellbeing of employees, customers and other personnel at all times.
2. The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.