

BID MANAGER



Greenzone has an exciting opportunity for a full-time Bid Manager to join our thriving Sales and Marketing team.

ABOUT THE ROLE

Reporting to the Head of Sales, the Bid Manager is responsible for the management of the end-to-end bid process, ensuring best practice is always applied to support the Company in winning new business and developing and retaining existing customers. The role will also be responsible for developing robust and competitive solutions, bid documentation, technical responses and collaborating with other departments to reduce costs and innovate service delivery.

Main responsibilities include but are not limited to:

- Driving value from best bidding practice whilst developing the Company's bid processes.
- Managing the bid process and mitigating risks within the principles of contract law.
- Supporting the Commercial and Operations teams to identify customer requirements, preparing and reviewing the technical and commercial aspects of bids to ensure all waste services and reasonably foreseeable contingencies are included in the final price.
- Maintaining strong waste sector knowledge ensuring optimum partner selection and securing the most competitive and appropriate solutions to meet customer needs.
- Ensuring all timescales and submission deadlines are achieved.
- Undertaking supplier negotiations using the most appropriate means.
- Sharing supplier intel to the Supply Chain team to ensure the delivery of the Company's supply chain objectives and a consistent approach to supplier relationships, whilst driving continuous supply chain improvement and embedding best practice throughout the business.
- Attend internal and external meetings and producing reports as required.

ABOUT YOU

- Previous experience of working within the waste industry.
- Background working in waste solutions - including reuse solutions - selling.
- Previous experience of working in a similar bid / proposal management role.
- Profit and loss experience with risk management skills.
- Experience in MS Office Suite (Excel in particular).
- Experience using in-house software.



BID MANAGER



Skills:

- Proven ability in delivering winning waste services opportunities through our supply chain or directly.
- Excellent communication and presentation skills.
- A tenacious, professional, polite, analytical, articulate and, positive and flexible with an eye for detail and a can-do attitude.
- The ability to manage complex, multi-workstream opportunities.
- The ability to persuade, motivate and coach both within and outside their own team and takes responsibility for own development and development of others. Actively pursues learning and career development opportunities.
- The ability to effectively communicate key business messages to a diverse audience, personally committed to the team and the success of the business.

Knowledge:

- An impressive knowledge and understanding of supply chain procedures and company law relative to procurement and waste services.
- Proven waste and competitor knowledge.
- Strong commercial understanding.
- Strong understanding of the bid lifecycle, proposal writing, and development and contract negotiation.

Qualifications:

- An education to degree level, NVQ or equivalent.
- CIPS accreditation (advanced or professional diploma).

BENEFITS

- Competitive salary and benefits
- Company Pension scheme and Life Assurance scheme
- Employee Assistance Programme
- 25 days annual leave per year, plus bank holidays
- Hybrid working options
- Career development and training opportunities
- On-site parking
- Eatzone – our on-site subsidised canteen
- Subsidised gym memberships

