

BID WRITER



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

ABOUT US

We are a national waste broker, located in Newark on Trent, specialising in providing bespoke recycling and waste management solutions to our customers. We partner with accredited waste suppliers who align with our company values and who we believe best fit the needs of our customers. We work alongside our customers to plan and tailor their waste management needs around their business to help strengthen their Corporate Social Responsibilities (CSR), maximise recycling and deliver cost savings. Our ethos is to be a trusted partner that can be relied on as a safe pair of hands.

We value each team member and invest in their growth by offering fantastic training opportunities. We fully embrace new ideas and challenge old practises to find the very best solutions for our customers, suppliers, and people.

ABOUT THE ROLE

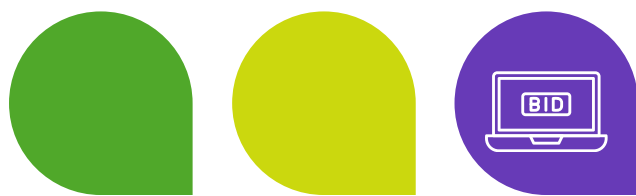
Reporting to the Head of Sales, the Bid Writer is responsible for supporting the bid owner by co-ordinating the end-to-end bid process, ensuring best practice is always applied to bids, and developing robust documentation and technical responses in line with the Company's procedures.

The Bid Writer will also support the Commercial and Operational teams to win new business and develop and retain existing business. They will collaborate with different departments to create winning proposals and create and maintain complete, accurate and relevant bid collateral by understanding the customer specification in preparation of bids.

Responsibilities will include but not be limited to:

- Developing, observing and continually improving the Company's documented bid process (from enquiry-to-invoice). To include:
 - o participating in the "bid/no-bid" discussions,
 - o completing PQQ's,
 - o early engagement and coordination of the key stakeholders including bid kick-off meetings,
 - o understanding the bid requirements and identification of full customer requirements,
 - o driving innovation to add value to bids,
 - o managing bid deliverables including coordination of input from suppliers (e.g. via a competitive bid process) and subject matter experts and communications with stakeholders throughout,
 - o collaborating with and coordinating the input from bid team members including:
 - bid owner,
 - legal counsel,
 - supply chain,
 - account management,
 - representative from Finance, and
 - insurance broker

to review bid documents, to identify risks (including financial, commercial, legal and operational risks), compiling and submitting clarification questions and ensuring all bid deadlines are met,



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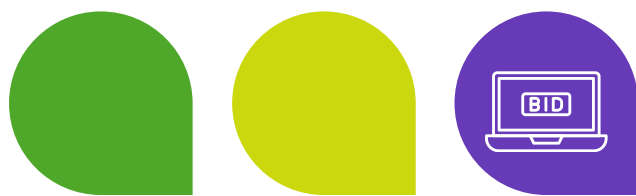


- facilitating key review meetings/final document review and bid sign-off,
 - producing or procuring the production of quality customer facing documents and presentations,
 - the completion of internal and external bid pricing documents, and
 - the submission of bids as instructed and authorised by the Bid Team.
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- Supporting and working with the Sales and Account Management teams to identify customer requirements, preparing and reviewing the technical and commercial aspects of the bid, ensuring all waste services and reasonably foreseeable contingencies are included in the final price to the customer.
 - Maintaining strong waste sector knowledge ensuring optimum partner selection and securing the most competitive and appropriate solutions to meet the customer requirements.
 - Developing high-quality bid submissions including originating and/or contributing to the written bid both in terms of content and presentation.
 - Ensuring timescales are achieved at each step of the bid process, including all internal governance, while taking the initiative in setting realistic deadlines. Ensure on-time submission of compliant and commercially sound bids.
 - Maintaining the Company's CRM and accurate records of bid activity and submissions in an agreed filing system/ manner so as to be retrievable and capable of monitoring. Produce reports as required.
 - Collaborating with the Account Management team to provide collateral for existing business enquiries, including formal tender processes, new site questions, and mini proposals.
 - Monitoring public sector tender portals to identify new bidding opportunities. Presenting them to Head of Sales and wider team, when required, to support bid / no bid decision.
 - Maintaining the Bid Library, including updating collateral, i.e. case studies, with the support of relevant internal stakeholders.
 - Collaborate with marketing to create bespoke customer materials and redesign bid content.
 - Performing the duties diligently, in accordance with accepted best practice, in good faith and in accordance with the Company's mission and values.
 - Writing content and/or deliver training as reasonably required.

ABOUT YOU

Skills:

- Excellent communication and presentation skills
- Strong commercial understanding and profit and loss experience with risk management skills
- Tenacious, professional, polite, analytical, articulate, positive and flexible with an eye for detail and can-do attitude
- Ability to manage complex, multi-workstream opportunities (i.e. prioritise work to meet deadlines)
- Seeks and shares views of others, listens well and builds consensus
- Create and innovative and be able to effectively communicate key business messages to a diverse audience



BID MANAGER



Knowledge and Experience:

- Extensive experience of proposal management, bid writing, bid coordination or project management
- MS Office Suite (Excel in particular)
- Experience in the waste industry (desirable)
- Excellent knowledge and understanding of supply chain procedures and company law relative to procurement and waste services (desirable)
- Background in waste solutions (including reuse innovations) selling and experience (desirable)
- Proven waste and competitor knowledge

Qualifications:

- An education to degree level, NVQ or equivalent.

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

