



Bid Manager Job Description



Document Control

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Bid Manager

Location: Leeds/Home

About the role

Reporting to the Commercial Director, the Bid Manager will be responsible for creating and overseeing the bid process. Working in collaboration with the Commercial team; providing a detailed, costed and persuasive proposal for customers. The Bid Manager will ensure that bids are successful and costed to ensure profitability.

What you'll be doing

- Identifying opportunities on which to submit bids and feeding into the decision over whether to bid for the work
- Devising a successful strategy for winning a bid, including pinpointing the unique selling points (key differentiators), a good understanding of the operating and profit margins along with the customers' specific requirements
- Researching, writing and/or checking proposals
- Working with key members of the project team and the customer to obtain the information required to compile the bid
- Assessing and addressing the technical and commercial risks relating to the bid they are working on
- Managing budgets and/or tracking costs
- Negotiating with specialist suppliers and/or subcontractors
- Researching current and future market trends
- Responding to customers' and other stakeholders' queries before, during and after the bid has been submitted
- Manage the bid process with required timescales and ensure deadlines are met
- If the bid is successful, briefing the teams who will carry out the project work

What you'll need

- A minimum of 5 years' experience as a Bid Manager, in a technical environment
- Excellent communication skills (verbal, written and listening)
- Self-motivator, results and quality orientated, good organisational skills, attention to detail, positive helpful attitude
- Experience of working as part of a team with the ability to learn and develop new skills whilst showing that you can prioritise work efficiently and productively and manage your time well
- Creative and innovative thinking
- Problem-solving skills
- Relationship-building and influencing skills

- Commercial thinking
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

Competencies:

- **Persuasiveness** - The ability and willingness to use the appropriate style in order to gain agreement from others to plan and ideas.
- **Relationship Building** -The ability and willingness to develop and exploit a range of productive relationships both inside and outside the team.
- **Organising Work** - The ability to marshal and manage resources (people, funding, materials and support) to achieve a task. Able to manage own time efficiently and to handle multiple activities in parallel to accomplish the goals.
- **Adaptability** - The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change.
- **Business Awareness** - An understanding of the processes and issues relevant to one's job. This ranges from job knowledge to an appreciation of complex internal and external business issues/trends
- **Customer Orientation** - The ability to recognise both internal and external customers and the willingness to co-operate with them fully in order to help them achieve their objectives.

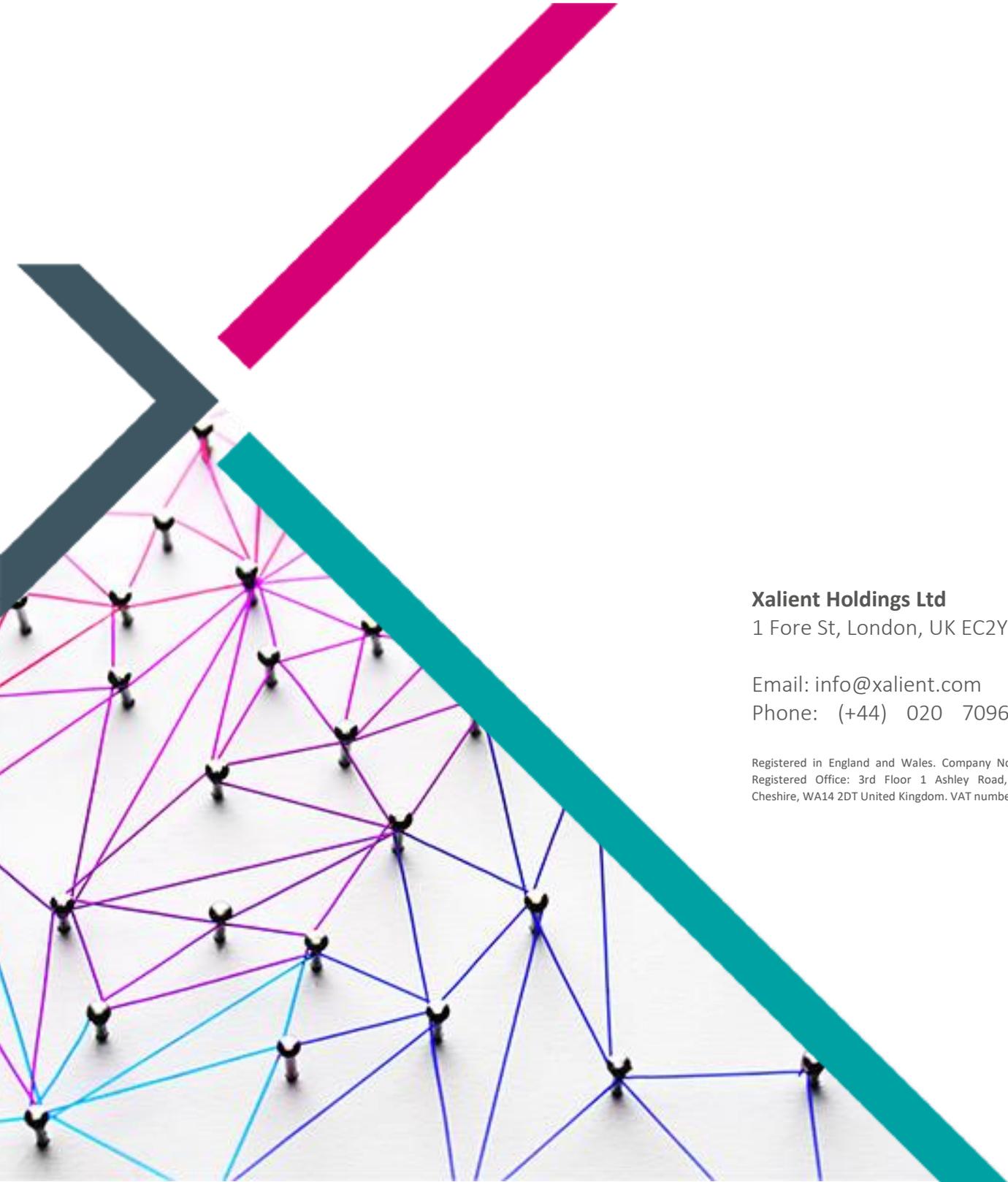
Here's a bit about us

At Xalient we design, build and manage software-defined solutions and services that help global enterprises become more resilient, adaptable and responsive to change. We're an innovative and young technology services company with around 50 employees, most based in Leeds, that helps large organisations connect their people and locations across the globe and protects them against growing cyber threats – shameless namedrop, but we're proud to call Kellogg's, Keurig Dr Pepper, Mondelez & Hamleys our customers (and that's just a few of them!).

Our diverse and dedicated team of business and IT consultants, technical experts, and service delivery professionals come together every day to achieve the same goal – exceeding our customers' expectations.

Our employees' backgrounds and experiences are as diverse as their personalities, but they all have one thing in common – their Xalient DNA.

These are the qualities and traits we ask of everyone at Xalient: we care passionately about our clients and the work we do; we challenge conventional thinking – and find innovative and pragmatic answers to the toughest client challenges; and we enjoy being at the forefront of our industry, so we are constantly learning, developing and bringing new service innovation to our clients.



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