



Reference: Bid Manager

7 September 2020

Title: Bid Manager  
Salary: Negotiable, subject to experience  
Location: Head Office Wigan

SWA seek applications from highly motivated candidates to coordinate the business in securing increased sales of professional services in civil, structural & architectural design and digital services.

The ideal candidate would have considerable experience in the completion of public sector tender documents for professional services, operational and commercial understanding of an engineering or similar consulting business and a broad interest in the construction sector. They should also have experience with the management of customer relations, website and social media and the attendance of promotional industry events & trade fairs.

The candidate will report directly to the Managing Director and coordinate business development activity from other Board & Technical Directors. They will be required to effectively manage the work load of an assistant and interface with outsourced IT support, web designers, business development consultants and quality managers. Confident presentation skills would be advantageous.

Responsibilities will include:

- Research and identify market opportunities in accordance with the business strategy.
- Coordination, preparation and submission of public and private sector tenders and frameworks.
- Work pipeline reporting.
- Develop and maintain CRM system.
- Managing the company website and social media content.
- Preparation of company profile, project data sheets and other promotional materials using desk top publishing software, supported by local print shop.
- Scheduling, preparing for and by agreement attending marketing sector events, expos, trade fairs, conventions.
- Support completion of project close out quality information.

Interested candidates should submit resume to [HR@sandersonwatts.com](mailto:HR@sandersonwatts.com) by the 30<sup>th</sup> September 2020. Shortlisted candidates will be interviewed by Zoom or MS Teams.

Registered Office: Sanderson Watts Associates Ltd, Century House, 100 Chapel Lane, Wigan, WN3 4HG  
Registered in England: 04107494

Tel: 01942 491777  
Email: [swa@sandersonwatts.com](mailto:swa@sandersonwatts.com)  
[www.sandersonwatts.com](http://www.sandersonwatts.com)

