Bid Co-ordinator

Job Description

Depending on your industry and geography, you may not have the title Bid Co-ordinator but will have similar responsibilities to those outlined below. Common job title variations include: Document Manager; Proposal Administrator; Pitch Assistant; Bid Administrator; and Sales Support Executive.

Role Overview

The Bid Co-ordinator will co-ordinate and produce the proposal (RFI, SQ, PQQ, ITT, RFP, etc) document. Responsibilities include introduction and implementation of all necessary document version control procedures and processes. This role requires the highest levels of attention to detail and an ability to work under pressure and to demanding deadlines. The Bid Co-ordinator is involved in eleven **Bid Lifecycle** stages. The effort / commitment required at each stage varies and is shown in our **Core Role Overlay**.

Experience

Proven ability in planning, producing and delivering compliant proposal documents within a complex business environment. The Bid Co-ordinator will be experienced in attending proposal kick-off meetings, participating in storyboarding sessions, attending review meetings / final document review, managing document governance / sign off, document production (electronic and hard copy), and delivery of the completed proposal.

Understand the basics of prompt engineering for generative AI / AI tools and how they can be used for driving efficiencies across bid and proposal management tasks, content creation, tone adjustment, and task automation.
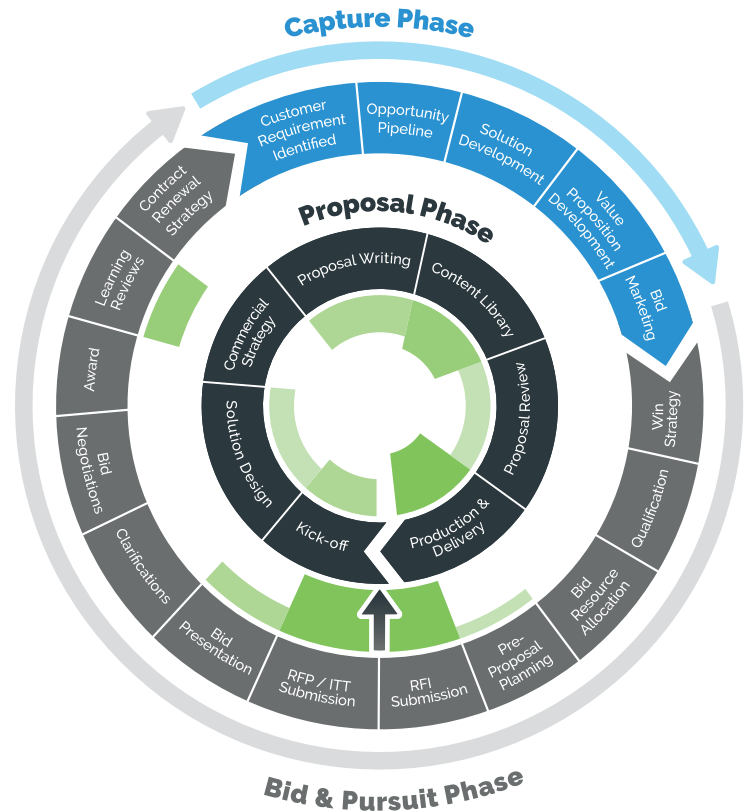
Core Responsibilities

- Production and delivery of compliant, professionally produced proposals within customer defined timeframes

- Coordinate proposal input from a variety of stakeholders, typically involving contributions from sales, solutioning, marketing, product teams, finance, commercial, legal and project delivery

- Champion collaboration tools, document management and version control best practices

- Ensure proposal documents follow corporate branding guidelines, standard formatting and quality standards

- Provide advice on flow, language and grammar to content owners

- Consolidate sections and/or documents developed by others team members into the required tender format

- Maintain, make available and backup master document sets

Reporting Line

In a large corporate / multinational, the Bid Co-ordinator will be part of a proposal team that has defined roles and responsibilities. Typically, the role will report into the lead Proposal or Bid Manager. In a small-medium sized enterprise, the Bid Co-ordinator responsibilities will typically fall under the remit of the standalone Bid / Proposal Manager. Typically, the role will report into a Sales / Marketing or Managing Director.

Measure of Success

Typical measures of success include error-free, on-time proposal submissions and achievement of internal SLAs.

Qualifications

Advanced level MS Office skills (particularly MS Word). Skills in a range of industry DTP Software. Professional understanding of document templates, AI tools and styles. APMP Qualifications are desirable in some industries.

Bid Co-ordinator involvement in the Bid Lifecycle

Effort Level

High — Low

Salaries

There is a wide variation of Bid Co-ordinator salaries across geography and industry. Our most recent **UK Salary Survey** has all the information you need.

Contract vs. Permanent

Contract Bid Co-ordinators typically earn between 20-30% more than their permanent equivalent. However, competition for roles is high and clients demand extremely high standards of coordination. **You can review our available Bid Co-ordinators here.**