

## Job Specification

<b>Job No</b>	PS2013
<b>Business Unit</b>	Public Sector
<b>Job Title</b>	Bid Manager
<b>Grade</b>	Consultant
<b>Reporting To</b>	Sales Director
<b>Permanent/Contract</b>	Permanent
<b>Location (On/Off Client Site/Offshore)</b>	Inchinnan
<b>Start Date</b>	asap
<b>Salary/ Contract Rate</b>	£35k to £45k
<b>Job Description Summary (experience, education, skills, environment)</b>	<p>To generate new business sales wins through:</p> <ul style="list-style-type: none"> <li>• <b>Campaigns</b> Take ownership of specific campaigns and co-ordinate their development and implementation with the Marketing Manager to generate new leads, and secure exploratory meetings with new clients as required by the overall Public Sector Sales Plan.</li> <li>• <b>Prospecting</b> Manage the sales pipeline from Buying Solutions and other Frameworks. Responsible for following the Sales Process for Bid responses and responding to PQQs and similar.</li> <li>• <b>Information Database</b> Mange the information database ensuring that the information used to bid is current and correct.</li> <li>• <b>Outstanding proposal writing skills;</b></li> <li>• <b>Team player, able to articulate clearly the value and benefits that our solutions deliver and bring to clients;</b></li> <li>• <b>Must be able to operate under own initiative and posses the ability to create proposals and solutions to address a customer or market need.</b></li> </ul>
<b>Skills (Essentials/Desirables)</b>	

**Experience**  
**(Industry/Hardware/Software)**

Public Sector procurement experience would be advantageous.

**Qualifications**

Degree