



## **Bid/Tender Writer - Job specification**

This is a fantastic opportunity to join a successful and ambitious company with phenomenal growth. Capes Education and Academy are looking to recruit a bid / tender writer for our Plymouth branch at Plymouth Science Park. All applications are considered from experienced bid writers, as trainee or junior bid writers or those looking for an apprenticeship in business administration.

### **Your day-to-day duties may include:**

- finding out about possible business opportunities
- finding out about the industry or service you'll be writing the bid for
- talking and listening to clients
- gathering evidence to answer PQQ (Pre-qualification Questionnaire) questions
- collecting data for bids, like financial records
- checking the rules the bid must follow
- working closely with planning teams
- presenting technical information in easy-to-understand ways
- designing, writing, editing and checking bid documents
- keeping accurate records and saving material to a 'bid library' for future use
- submitting bids

### **Skills required**

You'll need:

- Excellent research, writing and checking skills, with close attention to detail
- Excellent IT skills
- Good time-management and organisation skills
- Excellent communicator
- Excellent literacy skills, with an extensive vocabulary
- Ability to multitask and prioritise workload
- Can demonstrate effective bid writing skills
- Willingness to learn and adapt to business requirements

### **Salary**

Negotiable, dependent on experience

### **Applying**

Please send your CV and covering letter to [ryanbuckle@capesuk.com](mailto:ryanbuckle@capesuk.com)

or call on 01752 875610 opt. 4