



Job Title: Bid Administrator

Location: Egham

Role Overview

The main role is to provide administrative support to the sales team, service division, project and design teams. Working in a team, you will be solely responsible for the management, coordination and production of high quality proposal documents in support of sales quotations and provides an essential administrative support function for Commercial Managers and Service Account Managers.

Key Responsibilities

- > Management and production of proposal documents, prequalification questionnaires and post tender presentations
- > Producing detailed tender documents for projects and service teams
- > Assisting and preparing reporting and presentations: financial; client accounts & activity
- > Basic quotations and handovers
- > Client and supplier liaison
- > Manage incoming enquiries
- > Ensure all documentation entered, reviewed and updated via CRM.
- > Office administration support: incoming calls, inbox management, stationery, greeting visitors (arrange meeting rooms, lunches etc)

Desirable Skills

- > Sales experience
- > Knowledge of AV Industry
- > Proficient in InDesign

Additional Skills

- > Strong attention to detail
- > Methodical
- > Proactive
- > Good spoken and written communication skills
- > Logical and problem solving ability
- > Able to manage multiple conflicting deadlines
- > Able to manage own workload with minimal supervision
- > Proficient in Microsoft Office: Word, Excel, PowerPoint & Publisher

Further Details

Salary: Dependant on experience
Reporting to: Bid Team Manager
Department: AV: Bids
Hours: Full-time, 40 hours per week, flexibility required

Contact

Luke Adams
Human Resources

e: recruitment@proAV.com
t: 01784 487000

