
Job Title: Bid Team Administrator

Location: Egham

Role Overview

proAV's Bid Team plays a key role within the organisation providing administrative support to the sales team, service division, project and design teams. The Team is 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 tender proposal documents, prequalification questionnaires and post tender presentations
- > Assisting and Preparing Reporting & Presentations: Financial; Clients Accounts & Activity
- > Basic Quotations; Handovers; Renewals
- > Client & Supplier liaison
- > Cost/Supplier Analysis: track payment cycle; overall GP
- > Manage incoming enquiries
- > Co-ordination of 3rd party crewing logistics & resources
- > CRM Management: Contract Administration; Rate Card; Forecasting; Maintain client information; Currency Conversion Rates

Desirable skills

- > Administration Support: incoming calls; inbox; stationery; greet visitors (arrange meeting room, lunch etc)
 - > Attention to Detail
 - > Methodical
 - > Proactive
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- > Good spoken and written communication skills
- > Logical and problem solving ability
- > Able to manage multiple conflicting deadlines

Further Details

Salary: Dependant on experience
Reporting to: Senior Bid Team Lead
Department: AV
Hours: 08:30-17:30, Monday-Friday, 40 hour week

Equal Opportunities

proAV are an equal opportunities employer, committed to promoting diversity and inclusion in the workplace and for job applicants, and are encouraged regardless of age, disability, gender identity, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We aim to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and that we understand, recognise, respect and value differences so that all decisions are based upon merit.

The principals of non-discrimination and equality of opportunity, diversity and inclusion also apply to the way in which we treat visitors, clients, customers, suppliers, and workers.

Contact

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