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## Bid Manager

O'Connor Utilities Ltd – Stockport, SK3 8AB

An exciting new opportunity has arisen within our company. O'Connor Utilities are recruiting for a Bid Manager to be based in our newly refurbished head office in central Stockport. We are seeking a highly motivated and dynamic individual, that is always looking to go the extra mile. We believe that the position would suit a person with a passion for bid management who wants to take on a challenging role where you are able to make a positive impact all the way through to contract award.

Reporting to our Business Development Manager, the successful candidate will be expected to;

- Research and liaise with clients, consultants, contractors and suppliers
- Opportunity check; including the review and monitoring of OJEU notice databases
- Manage and monitor client portals
- Complete and submit qualitative tender and pre-qualification information for a wide range of clients/potential clients across a range of utility sectors
- Write quality case studies in conjunction with our operations team
- Work well under pressure, ensuring tenders and pre-qualifications are submitted completely, accurately and within the time scale provided
- Provide presentation of the opportunity at tender and pre-qualification review meetings
- Ensure a smooth handover of the project to the operations team
- Demonstrate relevant experience from previous roles, ideally from within a utility contracting environment

### Schedule:

- Full-time, permanent
- Monday to Friday; 8.00am to 5:00pm

### Experience/Attributes:

We are looking for someone with;

- A minimum of 3 years bid management experience in the underground utility sector (preferred) or an experienced Bid Writer who is looking to take the next step
- Experience of the preparation of submissions for one-off projects and framework tenders
- Excellent IT skills with a strong attention to detail, and the capability to develop and create organisational structures, process flows, and informational/technical presentations
- An ability to multi-task and meet demanding deadlines
- Excellent problem-solving skills

### Benefits:

- Salary: £40,000.00-£45,000.00 per year (dependent upon experience) plus bonus scheme
- Newly refurbished, high tech office suite with first class facilities
- On-site parking and our own on-site gym

### COVID-19 precautions:

- Social distancing guidelines in place
- Sanitisation, disinfection, and cleaning procedures in place

### Company background:

The company was established in 1994 and has a long successful track record. O'Connor Utilities are one of the fastest growing utility engineering contractors in the country and we are currently ranked 110<sup>th</sup> in the Sunday Times Top Track 250 mid-market growth sector. We work directly with many blue-chip power, water, gas and telecoms clients and we are looking for the very best to join our team. We operate in a flat structure and we expect our employees to take control of their own responsibilities, tasks, developments, and opportunities. We believe that being successful is a choice. We choose to be successful.

### Application:

Please send all CVs/applications to [recruitment@ocultd.co.uk](mailto:recruitment@ocultd.co.uk)