Bid Writer Job Description (Quote Ref: ARJ-BW)

**Company Overview:**

Formed in 1991 in Stevenage, ARJ Construction is an established Main Contractor who have a reputation for delivering excellence and expertise over an established client base throughout the South East. Our key sectors include education, commercial, residential and healthcare; often working within ‘live’ operational environments. Typical project values range from £3 million to £25 million, contributing to an expected turnover of £75 million within this financial year.

Our success has been based around building and maintaining strong client relationships, with a focus on partnering and collaboration. As a result, approximately 70% of our business is with repeat clients or consultant teams.

**Opportunity:**

As a result of our continued growth an opening for a Bid Writer has become available to be based at our Stevenage Head Office. Reporting into our Pre-Construction Manager this exciting role offers the opportunity to develop your career as part of successful and progressive pre-construction team.

**Key Responsibilities:**

* Plan, write and deliver successful responses to tender and pre-qualification documentation
* Ensure that responses are tailored and project specific to each respective opportunity
* Ensure that all submissions are of a consistently high quality, in line with ARJ brand guidelines
* Full involvement with the pre-construction team in planning our approach to winning bids through a detailed understanding of the client requirement, including bid launch meetings, visiting site and associated research
* Proof read and edit existing documentation and content provided by functional experts
* Liaison with the pre-construction and construction teams to compile case study information on past and current projects
* To maintain an organised bid library of model answers and project collateral

**Key Skills**:

* The ability to compose compelling written content, which clearly and succinctly describes our project offering and approach
* The ability to interpret requirements and write clear and specific responses
* APMP-CF or APMP-CP accredited candidates are preferred but not essential (NB: we will support the right candidate in achieving these accreditations if the required skills can be demonstrated)
* An organised approach and ability to meet multiple deadlines and priorities for submissions
* A self-starter who can operate with minimal supervision, whilst building strong relationships and working effectively within a close team
* Computer literacy in programmes including Mircrosoft Office Suites, Indesign and Adobe Suites
* Good presentation skills in all formats

**Package:**

ARJ Construction recognise and appreciate the hard work and commitment of our staff. Accordingly, the successful candidate will enjoy a competitive salary, based on experience. In addition, we offer:

* 21 days annual holiday, plus 3 days over Christmas and all statutory holidays
* Auto-enrolled pension scheme
* Free daily parking at our Head Office
* Laptop and mobile telephone
* Free fruit and refreshments within the office

**To apply:**

Please email your updated CV to our in-house recruiter at [recruitment@arj.co.uk](mailto:recruitment@arj.co.uk), including details of your interest and suitability for this position. Please quote Ref: **ARJ-BW** on all correspondence.

Postal applications can also be sent to:

F.A.O: Sam Carroll – In-House Recruiter ARJ Construction Ltd, Bedford House, Meadway Technology Park, Rutherford Close, Stevenage, Hertfordshire SG1 2EF

**We aim to reply to all applicants within 5 days of your application.**

**ARJ Construction Ltd are an equal opportunities employer.**

**Strictly No Agencies without express invitation - we have a PSL in place that is not up for review until December 2019.**