

We have an exciting new opportunity for a Bid Writer to join our established pre-construction team, with responsibility for delivering detailed and compelling written content, to assist in increasing our expanding pipeline of opportunities.

The successful candidate will have a background of producing technical written content, ideally within the construction sector. An ability to interpret client requirements and to write clear and specific responses will be a fundamental factor in the success of the role.

## **ROLE DETAILS:**

Reporting to the Pre-construction Director, the Bid Writer will take overall responsibility for producing the written content and presentation of allocated tender and pre-qualification submissions. In doing so, they will be a diligent and effective communicator with all contributing parties, including the client team, supply chain, consultants and the internal ARJ team.

The successful candidate will be an enthusiastic and committed team player and self-starter. Excellent time management skills and the ability to work effectively under sometimes demanding deadlines is essential. Strong IT skills are critical for the role and experience in using Microsoft Office, Adobe Indesign and associated Adobe suites is required.

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).

Typical project values range between £10m- £35m.

## **SPECIFIC 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
- Contribute to Marketing content as required (newsletters, presentations etc)

## **EXPERIENCE REQUIRED:**

- Two years' experience, ideally within a construction related role

## **LOCATION:**

This role will be based out of our Stevenage Head Office with an occasional requirement to travel to sites, typically across Greater London, Home & Southern Counties, as required. The flexibility to work from home at times can be accommodated at the discretion of the company.

**PACKAGE:**

ARJ recognise and appreciate the hard work and commitment of our staff.

The successful candidate will enjoy a competitive salary (based on experience), in addition to 21 days annual leave (plus Christmas shut down and all statutory holidays), pension scheme, laptop and mobile telephone.

**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.**