

JOB DESCRIPTION

Job Title	Bid Support Coordinator
Reports To	Head of Bid Management
Function	Business Development
Version/Date	February 2025

Company / Function

The Business Development (BD) function is responsible to the CEO for business winning across the life cycle management model (from opportunity discovery, development, proposal writing and contract award). The team covers both UK and global opportunities and covers all offerings from Armstrong Works. Working closely with all other business functions it is responsible for order intake and ensuring there is a sizeable and credible future business pipeline, backlog, and customer relationship management.

A key function of the BD function is the development, co-ordination and issuing of compelling and winning proposals.

Job Purpose

Reporting to the Head of Bid Management, the primary role is to act within the Bid Management team in the development, co-ordination and issuing of compelling and winning proposals that are executable by the business.

The role is to support Business Development (BD), and all other functions, across all aspects of business winning and opportunities. It will involve working closely with the BD Director and team to manage, supervise and deliver opportunity management, order intake tracking and reporting, bid & tender management, proposal preparation and customer relationship management.

There will be a requirement to work across all business functions (across Armstrong Works) to ensure that once an opportunity has been qualified and a decision made to bid, that appropriate resources, actions, and reviews take place prior to any submission.

The appointee and the Bid Management team will play a vital role in representing the BD team on a day-to-day basis and when needed attending any internal business meetings in their absence on business.

Key Responsibilities

Reports to the Head of Bid Management and will be involved in both management and completion of:

1. Opportunity & order intake pipeline databases
2. Order intake tracking and reporting.
3. Bid co-ordination and support.

4. Proposal preparation (including liaison with Commercial Function around costing models)
5. Customer relationship management (CRM) tool inputting
6. Market & Competitor Analysis – in conjunction with Marketing & Communications function
7. Cross functional (Finance, Commercial, Engineering & Projects) liaison to prepare and deliver reports and inputs for standard business winning proposals.
8. Support to the maintenance of performance indicators, metrics, and tracks as required.
9. Where required support to and coordination of major business Campaign Plans
10. Potentially attending major defence and security conferences and exhibitions (globally) in support of the BD team
11. Other related duties as assigned.

Skills/Experience

The Bid Support Coordinator may have experience in business winning, bid management and sales activity within an Engineering/Manufacturing business.

Some experience in the defence sector is desirable.

Degree level qualification is desirable.

The ability to work with and understand technical specifications and to speak confidently to customers (internal and external) is essential.

Our ideal candidate will have a knowledge of sales/business development best practices.

We expect you to perform strongly in a team environment and demonstrate strong people skills.

Must also be able to operate as an individual and make timely, rational decisions when necessary.

Experience working with CRM systems and a proficiency in working with Excel spreadsheets and Access databases would be desirable.

An ability to communicate both verbally and written is essential.

Personal attributes and other requirements

- As a defence contractor, we have a number of security obligations placed upon the Company, which means that all our staff must be able to successfully achieve the relevant security clearances.
- You will be expected to support in-house training programmes, as required.

Working Conditions

Typically, office based though trips to events, conferences and exhibitions (sometimes overseas) will be required from time-to-time.