

Job Title: Bid Coordinator
Reports to: Marketing & Events Manager
Job Purpose: We require a Bid Coordinator in our London office supporting the global team.

Eckersley O'Callaghan is one of the most innovative engineering design firms in the world, with a global reputation cultivated through a commitment to research and creative thinking. We enjoy working with a range of materials, forms and building types across diverse sectors and project scales to deliver imaginative solutions. Our multiple award-winning collaborations with forward-thinking architects such as Foster + Partners, Zaha Hadid Architects and Heatherwick Studio, for clients that include Apple, Google, Vitsoe and Bulgari, have placed us at the forefront of design in structures and facades. Our commitment to sustainability, digital design, and continuous research and development remains at the core of our approach.

We offer a stimulating work environment with enthusiastic, intelligent, hard-working colleagues, and support personal development through training and project opportunities. Our principal office is in London, with other offices in Manchester, Paris, Milan, New York, Los Angeles, San Francisco, Delhi, Hong Kong, Shanghai and Sydney.

Eckersley O'Callaghan is looking for a new addition for its small and friendly marketing team. The role is based in our London office with some hybrid working. The Bid Coordinator has a key role in supporting the operation and strategic objectives of our dynamic business. You will work as part of a small team led by our Marketing & Events Manager supporting our Engineers based across the globe. The successful applicant should have a keen eye, excellent writing skills and experience within the world of architecture and construction.

KEY RESPONSIBILITIES

- Coordinate all bids, tenders, proposals, PQQ's, ITT's, RFIs etc to ensure high quality, accurate and timely content is produced
- Analyse RFPs to help determine accurate bid content and formulate suitable and appropriate responses where necessary; confidently direct project managers on bid content and delivery
- Manage, maintain, and update internal systems such as the bid and knowledge library and PQQ database
- Develop and oversee the process for creating and updating staff CVs, project profiles, and general bid content
- Assist where necessary in the creation of marketing copy
- Track bid success and highlight trends in wins and losses
- Determine the clearest and most logical way to present information for greatest reader comprehension; write and edit technical information accordingly
- Continually review and improve EOC's bid material, making it current and relevant
- Be able to occasionally generate general written content to support the practice

JOB KNOWLEDGE, SKILLS & EXPERIENCE

- Degree level educated. A marketing degree would be advantageous but not essential
- 1-2 years' experience in a similar role working in a professional environment helping to support and maintain a brand
- A creative eye and ideally some experience of graphic design
- Proficient user of InDesign, with some experience of using photoshop and illustrator
- Ability to produce and edit written copy
- Strong written and verbal communication in English and experience working with content in multiple mediums

PERSONAL QUALITIES

- excellent attention to detail
- be self-motivated and take initiative
- be an excellent communicator
- be well organised and methodical, with a keen eye for detail

- work collaboratively in a team and with a wide range of people
- deliver effective and timely work within agreed timeframes
- be well presented with a professional manner
- have a good business awareness

WE OFFER

- A stimulating work environment with a smart, diverse and motivated set of colleagues
- A competitive benefits package
- Volunteer and outreach opportunities
- Flexible working around core hours
- Opportunities for continuing professional development including mentoring to chartership
- An internal training programme for employees at all levels
- Opportunities for career growth
- Opportunities to take part in internal R&D activities
- Collaboration opportunities with our international offices
- World-class projects with leading architects and collaborators