

Job role- Bid Coordinator

Like any other organisation, it's the people that make the difference – Are you ready for the challenge? We have an excellent opportunity for a Bid Coordinator, this role is an office-based position working as an ambassador for our company. You will assist with the population and submission of tenders and help to co-ordinate with the end to end process. To assist with maintenance of the library of information used to populate tenders.

What you will need for the role

-  ✓ At least 2 years' experience of successfully undertaking a similar role
-  ✓ Minimum A level English or equivalent
-  ✓ Comprehension of business processes and supporting technology
-  ✓ A keen eye for detail with a creative influence of information
-  ✓ Experience of a wide range of computer software / computer literate
-  ✓ Experience of developing effective administration processes.
-  ✓ A proven track record of presenting written information to potential new clients
-  ✓ Excellent time management skills, planning and scheduling essential.

Why work for Premier?

We are passionate about the growth and development of organisations. We are a close-knit team who value our clients and one another, forming a strong, trusting partnership.



About us

Premier Partnership is one of the UK's leading providers in Leadership & Management development, and Health & Safety training.

We are the training partner of choice for employers including local authorities, central government, the NHS and successful private companies.

As a comprehensive training provider, we have an outstanding pedigree along with all the necessary accreditation that enable us to deliver value, expertise and enhanced organisational performance.

Why you?

You're a fun and friendly person who values good relationships and takes absolute pride in everything you do.

You want to be part of our success story? we want to hear from you today.

Rewards

This is a full-time permanent role, with an attractive salary and opportunities for progression.

How to apply

Please submit your CV to HR@premier-partnership.co.uk to be considered for the role.

Please Note: You must have eligibility to work in the UK. Only suitable applicants will be contacted. **If your address and contact details are not on your CV, you will not be considered.** We look forward to hearing from you!