

# Bid Specialist



# About the role

At BYG, the Bid Team is responsible for efficiently producing the best possible creative and technical proposals for our clients, to win competitive new projects. If successful, you will be working as part of a team to conceive exciting and innovative digital learning solutions for our global clients, write proposals which sell these solutions and attend client pitches to win the projects. The Bid Specialist role is fast paced and requires creativity and commercial acumen to produce proposals that meet our client's training needs and budgets.

This role provides a great opportunity to work with global industry leading organisations in: Engineering, Pharmaceuticals, Finance, FMCGs, Defence, Government, Logistics and Energy. The work is extremely varied, as every proposal we create meets a different client requirement. The role also offers the opportunity to specialise in particular areas of interest throughout your career with us; such as graphic design or learning design.

You will be joining a hard-working team of creative individuals where you will be expected to apply excellent:

- Analytical skills
- Commercial skills
- Writing skills, and;
- Dedication to the success of the team

## What can I expect to be doing?

Whilst not direct salespeople, the Bid team plays an integral part in bringing in new business. This hard working team produce winning proposals for new projects to maximise the success and profitability of the Company. As a member of the Bid team, you also get to work on wider company initiatives which contribute to our success. When producing proposals, you will work closely with Graphic Designers, Learning Designers, Project Managers and Software Developers to conceive, design and specify our solutions. Bid Specialists must therefore be experts in...

- Understanding a client's brief
- Analysing and deconstructing their requirements
- Strategizing "how to win" on every bid proposal
- Conceiving creative and complex solutions to the high-profile learning and business needs of our clients.

You'll be writing original project proposals for:

- Modern digital learning
- Learning games
- Bespoke software and web applications • Video
- Animation and media solutions • Communications campaigns.

# About the role

## Our successful candidate will have...

- An exceptional academic background; as demonstrated by having a 2:1 degree or above
- A commercial and competitive mind-set
- The drive and ambition to progress into a career within bidding
- Fantastic verbal and written communication skills; someone with whom one can quickly and easily build rapport
- Previous experience of working in a commercial role involving a significant amount of client interaction
- Experience dealing with demanding customers, in a high-pressure, sometimes stressful environment
- Strong analytical and presentation skills
- The ability to quickly learn new skills
- Proven experience of working well within a team environment
- Excellent attention to detail
- Accomplished and adaptable writing skills.

## What are the 'nice to haves'

- Foreign language skills (particularly French or German)
- Previous experience in Learning and Development.

# Benefits

- **Holiday:** you'll get 31 days of paid holiday per year (inc. bank holidays) and the office is closed between Christmas and New Year.
- **Development:** our management team provide support to each individual in their professional and personal development. We have an in-house training programme and assign each new employee with a mentor to help them learn the ropes.
- **Pension:** all our staff are auto-enrolled into the Company pension scheme.
- **Events:** our awesome events committee lovingly organise monthly fundraising and social events to get everyone together and raise money for some fantastic causes. We also host an annual summer BBQ at the MD's house and put on a cracking Christmas party.
- **Recognition:** we hold 'employee of the quarter' awards which are voted for by your peers. The 3 people with the most votes get a lovely bonus.
- **Location:** with great transport links, we're just a 15 minute tram ride or 10 minute drive away from Nottingham city centre. The office is just across the road from the Nottingham University Park campus; a beautiful green space with a lake, art gallery and cafe.
- **Food:** we're pretty food-obsessed here at BYG and are lucky enough to have some very talented bakers in our midst. You need some good willpower to avoid that sugar temptation. Oh, and it's tradition to bring in cake on your birthday.
- **Gym:** if you fancy getting fit after all that food, then you're in luck! All our staff get a corporate discount at all of Nottingham City Council's gym and fitness facilities, the nearest of which is just a few minutes walk from the office.
- **Childcare:** if you're a parent and want to save money on your childcare costs you can sign up to our Childcare Voucher Scheme.

# What happens next?



If you love the sound of this role please send us your CV, telling us more about yourself and why you're interested in the role. And if you'd simply like to know more or have an informal chat just call Alice Eagleton on 0115 925 2221 or drop us any questions to [jobs@bygsystems.com](mailto:jobs@bygsystems.com)

And if it's not for you – can you think of someone this job could be perfect for? If so please do forward the details on to them!

## Let's connect

In the meantime, why not check us out on [Twitter](#) or [LinkedIn](#)?