

Job title:

Bid Manager / QS Estimator

Job purpose:

As a result of GABRE (UK) Ltd.'s business development plan, it has been identified that a new role in the management team for a Bid Manager is to be created. This role will co-ordinate and manage the estimation process within the company, from bid selection, pre-qualification procedure and the estimation / quotation process, along with the analysis of results and reporting findings to the management team. This is a full time position; the successful applicant will join a management team in a small organisation and will be flexible around their duties and working practices, they will work at our head office near Dromore in County Tyrone.

Primary duties and responsibilities:

Provide the management, planning an execution of the bid management processes, supported by the existing management team. The successful applicant will manage the Companies tendering Schedule and be responsible for compiling tenders and other submissions, they will chair co-ordination meetings and utilise/manage the team's wide experience in order to submit successful tenders.

General office administration duties are also involved.

The duties listed cover most of the tasks that would be performed by an individual in the position, but the list of duties is not exhaustive;

It is important to understand that this is a small organisation where everyone must participate in all aspects of the business; innovation is encouraged at all levels to improve the service provided by the company.

Experience:

5 – 10 years postgraduate experience, in the construction sector, or experience along with verifiable record of continued personal development. Experience in the submission of PQQs, preparation of Tenders both contractually and presentational.

Qualifications

Education

- Degree in construction quantity surveying or other related discipline or in-service additional qualifications demonstrating learning ability and commitment.

Knowledge, skills and abilities

- Knowledge of business and administration procedures.

- This role involves a large amount planning, dairying of important milestones, monitoring and up keeping a busy Tendering Schedule.
- Ability to multi task, general admin alongside specific audited procedures whilst maintaining the tendering schedule and assist in the running of the business in support of senior members of the management team.

Proficiency in the use of computers for:

- Word processing
- Simple accounting
- Data base management
- Spreadsheets
- E-mail
- Internet
- Microsoft Project

Personal characteristics

The Bid Manager should demonstrate competence in some or all of the following:

- Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Assist in Decision making: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions

- The Bid Manager will usually work in an office environment but the purpose of this role may sometimes take them to non standard workplaces.
- The Bid Manager will work a standard work week but may be required to work some evenings and weekends to meet specific milestones.