

Bid Support Coordinator

Control Risks is a specialist risk consultancy that helps to create secure, compliant and resilient organisations in an age of ever-changing risk. Working across disciplines, technologies and geographies, everything we do is based on our belief that taking risks is essential to our clients' success.

We provide our clients with the insight to focus resources and ensure they are prepared to resolve the issues and crises that occur in any ambitious global organisation.

We go beyond problem-solving and give our clients the insight and intelligence they need to realise opportunities and grow. From the boardroom to the remotest location, we have developed an unparalleled ability to bring order to chaos and reassurance to anxiety.

Our people	Working with our clients our people are given direct responsibility, career development and the opportunity to work collaboratively on fascinating projects in a rewarding and inclusive global environment.
Location	London
Engagement	Full-time
Department	Business Operations
Manager	Bid Manager
Job purpose	<p>This is an exciting entry-level position providing an excellent opportunity for someone looking to develop a great depth of knowledge of the region and Control Risks' services, creating a solid foundation to pursue a career within specialist risk consultancy.</p> <p>You will be part of the EMEA Bid Management team, responsible for helping to develop and deliver creative and winning tender documentation in response to client requests. Working with stakeholders and subject matter experts across the region, you will support every stage of the process from opportunity through to proposal delivery, playing a big part in helping us to win new business.</p>
Tasks and responsibilities	<p>Opportunity management, from ascertaining a client's request, identifying the service requirements and managing the sales process through to writing a proposal and client acceptance of our offer, including the following responsibilities:</p> <ul style="list-style-type: none">▶ Prepare responses to client questionnaires for tender documents incorporating standard company information.▶ Assist team members in the preparation of proposals, qualifications and tenders.▶ Draft, organize and coordinate content and presentation to deliver high quality and on time.▶ Liaise closely with internal operations teams to ensure involvement and subject matter expertise input as needed.

- ▶ Communicate and coordinate with editorial and creative teams when required.
- ▶ Work within a system of governance ensuring, and promoting, adherence to all applicable internal policies and standard operating procedures.
- ▶ Monitor the proposal creation process to continually optimise and improve the quality of responses, working together with the relevant operations teams.
- ▶ Serve as an exemplar of best-practice proposal delivery and contribute to the development and improvement of internal documents, processes and tools promoting new initiatives.
- ▶ Update and maintain the proposal pipeline on the in-house database systems.
- ▶ Update the knowledge content library with case studies, references and standard answers.
- ▶ Adhoc research as required, particularly around organisations and project opportunities to help inform proposal creation.

Knowledge and experience

Essential

- ▶ Knowledge of how international businesses are affected by complex political, reputational, ethical and commercial risks.
- ▶ Ability to understand, assess and define client problems verbally and in writing.

Useful but not essential

- ▶ Some bid project management experience; bid/proposal writing and coordination, ideally within a similar industry sector.
- ▶ Understanding of best practice bid methodology tools and creative approaches to improve our competitive ability to win tender processes.
- ▶ Understanding of innovative approaches to bid management.
- ▶ Brief and engage with the Design/Graphics team and guide them on creative concepts that will support the value proposition.

Qualifications and specialist skills

- ▶ Qualified to degree level or equivalent experience in relevant subject area.
- ▶ Strong experience of MS-Office applications, particularly Word, Excel and PowerPoint.
- ▶ Excellent writing and communications skills.
- ▶ Systematic and process-driven.
- ▶ Effective organisational and project management skills to bring all the elements of the bid (i.e. solution, finance and commercial, bid writing/production) together to produce winning submissions.
- ▶ Understand, assess and define client requirements verbally and in writing.
- ▶ Able to work to tight deadlines for multiple stakeholders with varying opinions.
- ▶ Ability to manage complex and multiple work-streams.

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- ▶ Strong levels of attention to detail.
 - ▶ Effective decision-making and judgment.
 - ▶ Assertiveness when required with strong influencing skills.
 - ▶ Strong interpersonal skills – building trust and rapport across teams and geographies.
 - ▶ Ability to facilitate and chair bid planning sessions.

Competencies

- ▶ Communicates clearly verbally and in writing.
- ▶ Plans and organises own workload, prioritising when necessary.
- ▶ Understands business terminology.
- ▶ Works with colleagues in a co-operative and supportive manner to achieve joint aims.
- ▶ Is clear, commits and delivers on what is required in the role and strives to exceed expectations.
- ▶ Shows drive and determination to achieve high standards.
- ▶ Shows initiative in work, contributing new solutions or ways of doing things.

Behaviours

All employees are expected to display behaviours reflective of our company values: Integrity and Ethics, Collaboration and Teamwork, Commitment to People and Professionalism and Excellence.

How to apply

If your qualifications, experience and aspirations match our requirements, email a covering letter and CV, stating your current salary to:
europcareers@controlrisks.com