



leadec

My mission. My team: Leadec.

For our **Head Office in Coventry** we are seeking a:

Bid Writer (m/f/d)

Your mission:

- To contribute to the planned and sustained business growth through the production of professionally written proposal content that clearly articulates Leadec's value proposition.
- Lead on and co-ordinate input and responses for Pre-Qualification Questionnaires and Requests for Information
- Produce bespoke copy writing in line with client requirements
- Proactively develop and manage a network of subject matter experts
- Work with sales colleagues to identify industry trends and potential opportunities
- Circulate information and findings about customers, competitors, innovations and industry to sales colleagues and senior management

Your Profile:

- **Training and qualifications:** Educated to degree level. Proficient in Microsoft software particularly word, excel, Outlook and PowerPoint
- **Experience:** Experience of bid writing for formal RFQs/ITTs. Experience of working within a manufacturing or other B2B service sector.
- **Expertise:** experience of managing bids, CRM systems (ideally Salesforce).
- **Demonstrable skills:** Experience of working independently and identifying priorities, working as part of a team in an office environment and the ability to work under pressure to tight deadlines and communicate and influence as senior levels
- **Personal attributes:** Excellent negotiating skills, strong oral communication skills and have a positive and determined approach.
- **Languages:** Very good knowledge of English

What we offer:

- Market Leading Salary
- Discretionary Bonus
- Excellent Pension scheme
- Life assurance
- 33 days leave (inclusive of bank holidays)

About Leadec

As service specialist to the manufacturing industries we put our heart and soul into what we do. Our customers have been relying on us for almost 60 years now. Our expertise revolves around the factory of today and tomorrow: We plan, simulate, automate, install and commission. With our maintenance, technical cleaning, facility management and logistics services, we ensure in the background that our customers' production runs optimally. And how do we do that? We're people who get things done, problem solvers, allrounders and we're great at dealing with emergencies where necessary. But above all, we're here to help.

If you would like to register your interest in this position, please send your CV to:

Mathew Hitchins
Interim HR Advisor
Mathew.Hitchins-extern@leadec-services.com

Leadec Limited

Coventry Wheel & Tyre
Torrington Avenue
Tile Hill
Coventry
CV4 9HL

