

Vacancy: Bid/Response Writer

Department: Business Development - Construction, Infrastructure & House Building

Reconomy is the UK's market leader for outsourced waste management and recycling solutions. Following a period of sustained significant growth and with a focus on maintaining that development we have an opportunity for an ambitious person to develop their career in our Business Development team as a Bid/Response writer.

We are looking for someone who is ready to take the opportunity to develop their career in a rapidly growing and dynamic company. If you have gained experience working within the construction supply sector or an associated industry and have had exposure to the tender response process, this could be the role for you. Reporting to the Head of Business Development you will be leading the creation of compelling, successful proposal responses. The position ideally suits someone striving for career development and we will ensure you receive coaching and training to maximise your achievements in this role.

The Role

- Create responses and proposals for all tenders and significant enquiries received
- Overhaul and maintain the current response library so it can be drawn upon for future opportunities
- Coordinate with internal stakeholders to obtain and deliver information
- Proactively collate feedback on tender results and report back to the business
- Analyse and report on relative data and figures
- Manage online platforms and monitor alerts for available tenders
- Project manage the gathering of data and timescales for large projects
- Appraisal of documentation to identify suitable opportunities to pursue

Skills, Attributes & Education

- Degree educated or equivalent
- Great command of the English language, particularly written
- Some knowledge of the tender process
- Excellent organisation and prioritisation skills
- Strong team working skills with colleagues of all levels
- Commercial ability to understand opportunities that suit Reconomy

Location: Telford Office

Package: Attractive

Contract: Permanent, full time

Application: To apply for this position, please submit your CV and covering letter to Head Office recruitment team, preferably via email – recruitment@reconomy.com

