

Bid Writing Services - Job Description

Job title

Bid Writer

Location

Remote – UK Based

Terms

Full time employment – Monday to Friday

Salary

£30,000 - £35,000

Department

Delivery

About BWS

At BWS, we pride ourselves on the relationships that we build with our clients, effectively working as an extension to their business, whilst providing them with visibility and control of the process every step of the way, and it is something we never compromise on.

We're looking for people who are passionate about bid management and have experience working with bids and tenders. In addition, you must be able to work under pressure and to strict deadlines, whilst producing exceptionally high quality outputs, both independently and as a team.

A main focus within our business currently is our consultancy projects whereby we are working with some of the fastest growing companies in the UK, taking them on a journey to success via their Bid Writing. You must possess the ability to manage senior stakeholders, manage projects in a timely fashion and have the personality to work with C-Suite level customers.

As part of the team at BWS, your ideas, knowledge and input are invaluable, and we ensure that each member thrives within our team. With this, you will have the ability to generate excellent client relationships and have strong communication and project management skills.

About the Role

Are you a Bid Professional looking for an opportunity to develop your career? Due to continued success and growth, BWS has an exciting opportunity for a Bid Writer to join the team.

Working with cross sector organisations in industries such as Aerospace, Healthcare, Construction, Recruitment, Engineering, Professional Services, Utilities and Rail... (to name a few), you will support our clients with various requirements across the Bid Management

spectrum, from initial engagement, through to assisting with bid libraries, content review and / or full project management of tender responses.

Responsibilities

- Engaging with clients to initiate kick off and subsequent project meetings through our online platform
- Completion of bid management documentation
- Supporting strategic development of bid strategies with the client, including storyboarding and capture management
- Writing creative and persuasive tender responses in line with specifications
- Excellent customer relationship management through comprehensive communication with clients
- Completing opportunity searches and competitor analysis through our comprehensive search portal, providing clients with regular opportunity reports
- Reviewing client content and providing effective review for improvement
- Supporting clients with creation and / or upkeep of their bid libraries
- Ensuring familiarisation of tender submission portals to ensure client submissions and management of clarifications
- Maintenance of BWS bid collateral and bid administration where required
- Regular reporting on tender and client progress through our online platforms.

Requirements

- Proven experience in bid writing, bid coordination, or proposal management.
- Demonstrated experience working directly with clients in a consultancy or service-based environment.
- Familiarity with public and/or private sector procurement processes.
- Ability to write clear, compelling, and persuasive content tailored to tender specifications.
- Skilled in developing and maintaining excellent client relationships.
- Ability to manage multiple deadlines, coordinate team inputs, and keep projects on track.
- Competent in reviewing documents, identifying opportunities, and conducting competitor analysis.

- Experience with online bid platforms, document collaboration tools, CRM systems, and opportunity search portals.
- Skilled in reviewing and editing client materials, creating templates, and organising bid libraries.
- High level of accuracy in bid compliance, document review, and submission requirements.

Benefits

- Bonus scheme
- Performance bonus
- Quarterly bonus
- Company events
- Company pension
- Work from home