

Bid Writing Services - Job Description

Job title

Junior Bid Writer

Location

Remote – UK Based

Terms

Full time employment – Monday to Friday

Salary

£22,500 - £25,000

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 Junior or aspiring Bid Professional looking for an opportunity to develop your career? Due to continued success and growth) BWS has an exciting opportunity for a Junior Bid and Content 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
- Account management for our retained clients, including performance meetings and reporting
- 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

- **Strong Written Communication Skills:** A natural flair for writing, with the ability to produce clear, structured, and engaging content.
- **Interest in Bids and Proposals:** A genuine interest in bid writing, business development, or content creation, with a desire to build a career in this field.
- **Attention to Detail:** High level of accuracy in spelling, grammar, formatting, and document structure.
- **Organisational Skills:** Ability to manage time effectively, prioritise tasks, and work to tight deadlines.
- **Eager to Learn:** A proactive attitude towards learning and development, with the motivation to improve continuously.
- **Team Player:** Willingness to collaborate, take feedback constructively, and support colleagues in a fast-paced environment.
- **Professionalism:** Strong interpersonal skills with the confidence to engage with clients and internal stakeholders.
- **Tech-Savvy:** Competent in Microsoft Office (especially Word and Excel), with the ability to quickly learn new platforms and systems.

- Degree or Equivalent Experience (Desirable): A background in English, Journalism, Communications, Business, or similar field is beneficial but not essential.

Benefits

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