

# Bid Writing Services - Job Description

## Job title

**Sales and Account Executive**

## Location

**Remote – UK Based**

## Terms

**Full time employment – Monday to Friday**

## Salary

**£27,000 - £33,000**

## Department

**Sales**

## 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

Due to continued success and growth, BWS has an exciting opportunity for a Sales and Account Executive to join the team. 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 client management and looking to enter the industry. 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.

## Responsibilities

- Excellent customer relationship management through comprehensive communication with clients
- Account management for our retained clients, including performance meetings and reporting
- Identify and develop new business opportunities and partnerships
- Build and maintain strong relationships with clients and key stakeholders
- Collaborate with cross-functional teams to ensure successful execution of sales initiatives
- Prepare and deliver proposals to potential clients
- Negotiate contracts and agreements with clients
- Monitor and report on sales performance metrics

## Requirements

- Proven track record of success in business development or sales role
- Excellent communication and interpersonal skills
- Ability to build and maintain relationships with clients and key stakeholders
- Strong analytical and problem-solving skills
- Entrepreneurial mindset with the ability to self motivate
- Results-oriented mindset and hungry to succeed

## Benefits

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