

**Bid Writer – Flexible Home and Office Based**

**Full-time - £20,000 - £30,000 per annum depending on experience**

We are currently looking for a Bid Writer to join our Business Development Team. PAM Group are a successful Occupational Health and Wellbeing company, which provides a variety of healthcare services to clients based throughout the UK.

All levels of experience will be considered including university graduates and people in the early stages of their career in bid management.

 **The role will involve:**

* Supporting the business development director and sales team
* Writing new business tenders and proposals and liaising with clients throughout the tendering process
* Engaging with internal departments and collating the input to create a coherent and well-structured final tender
* Carrying out final document reviews
* Ensuring the timely submission of tenders and other proposals
* Maintaining an awareness of contracts due for tender and taking responsibility for acquiring pre-qualification questionnaires and tender documentation
* Developing and maintaining a library of tender document templates to act as a reference point for other staff involved in the tendering process and to ensure a unified and consistent approach to proposals

**The successful candidate will require the following:**

* A natural drive to succeed and a winning mentality
* Excellent grammatical and word processing skills
* Ability to produce clear and coherent documentation and possess excellent organisational skills
* Ability to work on one’s own initiative and as part of a team in fast paced and high-pressured environment
* Have effective time management and be able to meet deadlines
* Excellent knowledge of Microsoft word and other Microsoft applications

The following would also be advantageous but not essential:

* Degree qualified
* Experience of bid management in the professional services sector; in particular the field occupational health & wellbeing
* Experience of public sector tendering
* Proven skills in producing and editing proposal content within a complex business environment

**The benefits package includes:**

* Pension Scheme - We pay your auto-enrolment pension at 8% total
* Health Scheme – Opticians, Dental, Physio & more!
* 24/7 Doctor helpline – book a Telephone or Video Appointment with a GP
* Employee Assistance Program – 24/7 telephone counselling helpline
* Life Insurance Scheme – 4 x your annual salary
* 33 Days Leave Including Bank Holidays, pro-rata for part-time hours
* Training and Development opportunities