

## **Bid Manager**

**July 2022**

**Salary - £25,000.00 Full time**

Akhter Computers, a fast-growing company based in Harlow, Essex, are looking to recruit a Bid Manager as a member of their commercial team.

The company delivers end-to-end IT solutions within the education sector, Central and Local government bodies and MoD, NHS, SME and Corporates. Offering a broad range of the latest enterprise IT technology including hardware, software, solutions and services within governmental framework contracts

The job holder will be responsible for creating and overseeing a bid by developing and producing a detailed, costed, persuasive proposal on time and on budget in order to gain a commercial business contract, from our new perspective key customers. They ensure that all the client's questions have been answered as fully as possible, and that the organisation has given itself the best possible chance of success in winning the contract.

Bid managers are involved in every aspect of the submission and have an excellent appreciation of what the client needs and how best to articulate how their organisation can provide that. They work closely with the sales account manager team to source products, suppliers and services where required to fulfil the bid.

The person;

- Able to think quickly working to time constraints to produce a successful bid submission.
- Excellent time management, efficiency and ability to meet deadlines at all times and work under pressure.
- Ability to work individually and also as a key member of the sales team.
- Ability to interpret instructions carefully and use technical knowledge and experience to understand complicated technical information when required.
- Ability to listen to others viewpoints as well as having confidence to express their own opinions to add value to winning tenders.
- Understanding of complex business relationships and manage multiple resources to deliver a strong, winning case for a prospective customer.
- Strong written and verbal communication skills are equally essential.
- A high attention to detail with an excellent editing and proofing ability
- Excellent literacy skills, with an extensive vocabulary.

We want to ensure that all employees, future employees and applicants to Akhter Computers and its subsidiaries are treated equally regardless of age, gender, marital or civil partnership status, colour, ethnic or national origin, culture, religious belief, philosophical belief, political opinion, disability, gender identity, gender reassignment or sexual orientation.

Please submit your cv with covering letter to [Jackie.dickinson@akhter.co.uk](mailto:Jackie.dickinson@akhter.co.uk)