

About the job

We're looking for someone to lead the submission of our Bids & Tenders, working as part of our office-based team.

- Job title: Bid Writer
- Contract type: Permanent
- Hours: 40 hours per week
- Location: Poole
- Holiday: 30 days paid (inc. bank holidays)

What you will be doing

- Manage the end-to-end process – coordinating, writing content, and designing response documents aligned with our brand.
- Lead the preparation and submission of compelling bids for relevant divisions – Power & Utilities, National Accounts and Cruise.
- Collaborate closely with internal teams (sales, procurement, finance, operations, marketing) to ensure cohesive and accurate responses.
- Understand sales pipelines for forthcoming opportunities.
- Ensure submissions meet all client specifications, industry standards and legal obligations.
- Support bid/no-bid discussions and decision-making with the sales team.
- Align responses to brand tone and voice, agreed messaging, format and proofreading.
- Create and manage the project plan for each intended submission.
- Maintain a knowledge base and contribute to process improvements.
- Conduct post-bid analysis to capture lessons learned and refine future strategies.
- Maintain and develop bid libraries and supporting documentation.
- Monitor public sector and other relevant portals for opportunities.
- Adopt a 'right first time' approach to all actions and interactions.

What's in it for you

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| • Modern open plan office | • Charity dress down day every Friday |
| • Monthly profit share bonus scheme | • Cycle to Work scheme |
| • Holiday buy-back scheme | • Complementary Birthday vouchers |
| • Company sick pay | • Subsidised workplace massage |
| • Free onsite parking | • Management 'Giveback Days' |
| • Perks at Work scheme | • Eye vouchers |
| • Unlimited 'tuck shop' snacks | • Employee assistance programme (EAP) |
| • Free lunch every Friday | • Company social and corporate events |

Who we are

We're a fast-paced, forward-thinking global solutions provider who is redefining operational excellence for businesses. We're famous for our fantastic customer service and for creating comprehensive solutions that help our customers stay ahead in an ever-changing world.

Where you work

Our open plan office encourages teamwork and communication. You will be working in a respectful environment surrounded by people that care about you just as much as our customers. We also believe diversity is the key to a success. That means your voice will always be heard no matter your role, and there will always be the opportunity to make a big impact.

Who you are

You have proven experience within the bid management space, gained within distribution or FMCG industries ideally. You thrive in high-pressure environments, demonstrating resilience and adaptability with a results-oriented mindset and a "can do" outlook. Your strong problem-solving skills and proactive approach to challenges ensure you can tackle any obstacle that comes your way. Excellent interpersonal

and communication skills are your hallmark, allowing you to connect effectively with others. As a self-starter, you are adept at organising yourself and others to achieve goals, maintaining a keen eye for detail and a commitment to professional standards.