



Bid Manager - Stirling

We have an opportunity for a Bid Manager to join our business, Ogilvie Construction a major subsidiary of the Ogilvie Group. This role will be based at our head office in Stirling.

THE ROLE:

Reporting to the Estimating Director you will be responsible for managing the project bid process and teams to ensure that they are properly co-ordinated and considered to achieve best in class proposals which secure work for Ogilvie Construction.

DUTIES/RESPONSIBILITY:

- Checking of tender documents together with amendments.
- Organise and chair tender launch meetings.
- Identifying critical success factors for tender and preparing Bid Strategy with Senior Management.
- Identifying the appropriate level of resource for tender preparation (internal and external) and manage and support the bid team as required to develop and conclude the bid.
- Developing, resourcing and managing bid programme.
- Work with the pre-contract team to select the appropriate consultants for each project.
- Manage opportunity and risk profile of projects, preparing and managing tender risk registers.
- Liaison through the bid process with the Client Team providing a central point of reference.
- Attending briefing meetings with client, client advisors, etc. during tender period.
- Training of Junior Staff Members within the department.
- Arranging mid-tender review meetings with bid team, consultants and key supply chain, where appropriate.
- Arrange pre-settlement meeting with bid team to conclude bid preparation and establish that client evaluation criteria has been met.
- Conclude bid document for submission with the Estimating Team.
- Organize & preparation for attendance at tender interviews and presentations.
- Co-ordinate post tender negotiations with clients.
- Obtaining feedback from Client Team on submitted bids (whether won or lost).

SKILLS/QUALIFICATIONS:

- Knowledge of bid management, bid writing and production of winning quality submissions.
- Good general knowledge of building and general construction techniques and methodology.
- Familiarity with project tender preparation and construction costs.
- Understanding of the commercial, legal and contractual aspects of tendering.
- Experience in dealing with clients and in determining Key Success Factors.
- An ability to think laterally; identifying and applying innovative solutions to support bid preparation
- Excellent communication skills and be both positive and passionate in engaging with your colleagues, clients, external consultants and supply chain regarding the business.
- Relevant qualification in quantity surveying, architecture, building, civil engineering or related discipline

Hours of work: 8:00am – 5:00pm. An attractive salary is offered which will be commensurate with experience. Additional benefits include fully expensed company car, profit share, generous holidays, contributory group personal pension scheme and life assurance.

All CV's should be sent to Laura Henderson, Group HR Associate – recruitment@ogilvie.co.uk

Closing date for applications: Monday 17th January 2022

Ogilvie Group is committed to equal opportunities and diversity for its employees, temporary workers and work seekers. Individuals are only assessed on their individual merits and suitability to a position irrespective of race, gender, disability, age, faith or sexual orientation.