

Job Title: **Business Contract Bidding Manager**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/ Executive Legal & Compliance Director**

Date: **04/06/2025**

### **Position Overview:**

This role involves leading our bidding efforts for contracts and proposals to secure profitable opportunities in the staffing sector. You will collaborate with sales, finance, and legal teams to develop effective bid strategies that meet our objectives and compliance standards. Key responsibilities include identifying bid opportunities, conducting market analyses, and creating persuasive proposals tailored to client needs. Strong project management skills, a strategic approach, and excellent communication abilities are essential. If you're an experienced professional ready to make an impact, we encourage you to apply for this rewarding position.

### **Key Responsibilities**

- Lead the development and execution of bidding strategies for contracts and proposals.
- Collaborate with cross-functional teams to gather necessary information for bids.
- Conduct market research to identify emerging trends and potential opportunities.
- Prepare and submit detailed and competitive proposals to clients.
- Ensure compliance with company policies and relevant regulations during the bidding process.
- Negotiate contract terms and conditions with prospective clients.
- Monitor and analyze bid outcomes to improve future bidding strategies.

### **Requirements:**

- Bachelor's degree in Business Administration, Management, or a related field.
- Minimum of 5 years of experience in contract bidding or a similar role.
- Strong understanding of staffing and recruiting industry trends and practices.
- Proven ability to develop and execute successful bidding strategies.
- Exceptional communication skills, both written and verbal.
- Proficiency in project management tools and software.
- Demonstrated ability to work collaboratively in a team-oriented environment.

### **Application Process:**

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to [applications@proffersolutionltd.co.uk](mailto:applications@proffersolutionltd.co.uk). The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.