

HR Bidding Manager

Department: Finance

Reporting Structure: Reports to the Finance Director

Salary: £3,605 /£43,260

Location: Oldbury

Work hours: 9:00 - 17:00

Summary:

We are hiring an HR Bidding Manager for our Staffing and Recruiting team. You will oversee competitive bid submissions, collaborate with internal departments, and identify new bidding opportunities. Strong project management skills are required. This role offers a chance to significantly impact our company's growth.

Responsibilities:

- Prepare and submit competitive staffing bids.
- Collaborate with departments for proposal information.
- Analyze client needs and adjust strategies.
- Monitor industry trends for bidding improvements.
- Ensure compliance with standards and specifications.
- Refine bid submissions for clarity.
- Maintain a database of past proposals and projects.

Skills:

- 5+ years in bid management or proposal development in staffing.
- Solid knowledge of HR practices and the staffing market.
- Strong written and verbal communication skills.
- Proven team leadership and motivation abilities.
- Excellent analytical and problem-solving skills.
- Proficient in project and proposal management tools.

Qualifications:

- ✓ Bachelor's degree in HR, Business
- ✓ Administration, Law, or a related field