

**Bid Coordinator**

London, full-time, permanent

Make is a studio of highly creative and talented architects and designers who have acquired considerable professional experience designing advanced, complex and iconic buildings. We're an equal opportunities employer committed to creating an open and egalitarian working environment.

**Role description:**

This is a stand-alone role which will be responsible for coordinating and managing all bid submissions in the practice, including our Hong Kong, Shanghai and Sydney studios. You should have a proven ability in delivering winning bid submissions. You should have experience in coordinating bids from opportunity identification through to delivery and will provide valuable input into identifying opportunities and winning strategies.

Excellent organisational skills and administrative abilities are crucial for this role. Experience working in a similar role in the built environment preferred.

**Key responsibilities:**

- Liaising with other partners in the practice to collate bids, competitions and leads for all Make studios (London, Sydney, Shanghai and Hong Kong) and maintain the relevant databases.
- Review briefs and tender documents.
- Throughout the bid process, manage the inputs from internal Makers as well as various consultants into a programme you have developed.
- Ensure that all relevant data required for bids, such as the bid library and all CVs, is up to date and easily accessible at all times.
- You will contribute to the bid so that it stands out from the rest, working particularly closely with the Communications and Graphics teams.
- Manage and coordinate resources to ensure all bids are of the highest quality and submitted on time.
- Arrange all post-bid reviews with the clients.
- Provide regular updates to the practice on pipeline progress and results. Regularly analyse and present bid statistics, from wins/losses to fee analysis.
- Take part in sector meetings and keep CRM tool Tiny+ up to date.

**Working with:**

- You will be working in close collaboration with the various partners responsible for business development/bids/competitions as well as the Communications team.

**Core personal skills desired:**

- A proactive person capable of engaging and coordinating with a number of senior partners at Make.
- Excellent communication and writing skills with a proven track record and ability to prepare a compelling written proposal.
- Must be capable of engaging and liaising with a broad range of stakeholders, with the ability to resolve complex issues.
- Commercial awareness with an ability to understand the needs and requirements of the client/purchaser.
- Excellent organisation skills with a high level of accuracy and attention to detail and the ability to manage time and workload efficiently.
- Excellent verbal and presentation skills with a personable and approachable character, flexible attitude and an articulate and diplomatic manner.

**Key software skills**

Microsoft Office including Word and Excel

Adobe InDesign

If you are interested in applying, please email your CV and a covering letter, stating your salary expectations, to [Bidcoordinator@makearchitects.com](mailto:Bidcoordinator@makearchitects.com).