

**Bid Manager**

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:**

We're looking for someone who would like to progress to the next stage of their career as Bid Manager at Make.

This is a standalone role responsible for coordinating and managing all bid submissions in the practice, which includes bids made from our London, Hong Kong and Shanghai studios. You should have experience managing bids from opportunity identification through to delivery and a proven capability in delivering winning bid submissions. You'll be expected to provide valuable input into identifying opportunities and winning strategies.

You should also have an excellent understanding of the construction industry and the different demands of each sector, and be able to manage multiple complex workstreams. You should have commercial and financial awareness with excellent communication and project management skills.

**Key responsibilities:**

- Manage various online portals, leads and introductions where new bids may be generated.
- Work with architects to help identify winning bids and leads, which will involve gaining a thorough understanding of our business and its strengths and weaknesses.
- Project-manage the bid process and team to ensure the highest-quality bid is put together. This will involve working with internal architectural and core teams, such as Communications and Graphics, as well as external consultants and bid teams when appropriate.
- Ensure all questions in the bid are answered correctly and showcase our work to the best of our ability.
- Understand the financial aspects of a project to ensure resource for the bid is relative.
- When appropriate, manage the bid budget.
- Keep all databases up to date, and give weekly updates to the studio on how many/which bids we are pursuing and which we have won/lost
- When appropriate, seek feedback from clients to understand where we can do better, and feed this back to the studio in a timely manner.
- Manage a bid calendar to ensure everyone is aware of deadlines and bids are resourced appropriately.

**Core personal skills desired:**

- Proactive personality, capable of engaging and coordinating with a number of people across Make.
- Excellent communication and writing skills, with a proven track record of your ability to prepare a compelling written proposal.
- Capable of engaging and liaising with a broad range of stakeholders, and resolving complex issues.
- Strong commercial awareness, with the 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 ability to manage time and workload efficiently.
- Excellent verbal and presentation skills – specifically, a personable and approachable character, flexible attitude, and articulate and diplomatic manner.

- Excellent financial awareness and numerical skills, with the ability to align the bidding process with the wider needs of Make.

**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 [bidrecruitment@makearchitects.com](mailto:bidrecruitment@makearchitects.com)