

Submissions Coordinator

Generic title	Assistant
General Description	<p>A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.</p> <p>They will assist the pre-construction team in producing winning bid submissions and support the wider team in Business Development and Marketing</p>

Competencies

Achieving Results	<p>Will set goals for self in own work environment</p> <p>Demonstrates enthusiasm for the job</p>
Analytical thinking and decision making	Using personal experience and systematic approach to arrive at decisions on straightforward issues
Communication	<p>Communicates positively with clarity and understanding</p> <p>Presents information in a structured way</p> <p>Demonstrates confidence when communicating in own subject</p>
Dealing with change	<p>Positive attitude to change when presented</p> <p>Contributes to change in own area of work</p>
Teamwork	<p>Contribute to the overall team objectives</p> <p>Understand how to be part of a team</p> <p>Regularly cooperate with team members</p>
Leadership	The capacity to assume some position of influence within a team
Managing resources	<p>Works effectively within time and budget constraints set by others</p> <p>Looks to complete on schedule and recover slippage</p>
Negotiation	The ability to discuss and agree priorities
People Development	<p>Can respond within tested frameworks of development to identify own needs</p> <p>Uses personal experience to build own skills</p>

Role definition

Summary of role	Principally responsible for the production of pre-qualification and tender documents ensuring submission deadlines are successfully achieved and ensuring that all documentation is accurate and complete.
Responsibilities and accountabilities	<p>Responsible for producing brochures and PowerPoint presentations independently and with minimal input.</p> <p>Ensure the timely production of pre-qualification questionnaire submissions, tender submissions and bid presentations</p> <p>Write pre-qualification questionnaires and/or requests for proposals for a range of tenders</p> <p>Create and organise a centralised library of all previous bids and supporting information in order to better organise and equip Morgan Sindall in the creation of future tenders. To include searching for, retrieving and inputting all re-usable bid components and the production and development of PowerPoint presentations</p> <p>Assist the business development team in the production of submissions; acting as the liaison point when preparing information for submissions enabling</p>

	<p> Morgan Sindall to create innovative solutions Facilitate required inputs from internal and external contributors Coordinate production and despatch of the bid document Administration of submissions and associated filing Agree timetable, deliverables and document template with pre-construction team Production of submission media for example, diagrams, organisation charts etc Format and proof reading of incoming text Maintain and update database of standard responses Procure office project photography Update Dynamics CRM System (knowledge management) Handle enquiries for CVs, project profiles and standard responses Collaboratively produce answer plans with the bid leads to support the bid submission. Attend launch meeting and agree deliverables and deadlines Post tender/mid tender – help the team to prepare for any interviews and pull a presentation together Review answers from the team; check for consistency etc Keep the team on track with the “end” deadline so the document can be reviewed by a third party Align and develop themes and a coherent winning bid strategy Share ideas to raise the standard of submissions Engage with the wider bid/project team to ensure all ideas are captured and developed Agree and incorporate feedback General administration </p>
Qualifications, training and technical knowledge	<p> Educated to degree level or equivalent Previous experience of 2-5 years in a similar role preferably within the construction industry Experienced in Microsoft Word, Excel and PowerPoint Experienced in producing marketing documents and submissions materials Experience in Adobe Creative Suite (Indesign, Illustrator, Photoshop) Experience in Bid Writing (Preferable) </p>
Attributes and skills	<p> Some supervision skills Ability to manage a given list of tasks Ability to work well either alone or as part of a team Some knowledge of construction practices and standards within their subject Good writing, analytical and problem solving skills Ability to follow oral and written instructions Ability to handle situations and problems Know when to ask for help and guidance Flexible working to meet deadlines </p>