



Bid Administrator

Reporting to: Senior Bid Manager
Team: Bids, Marketing & Business Development
Location: Sidcup / London / Birmingham / Hybrid

Bid Administrator

Job Specification

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We are seeking a proactive and enthusiastic Bid Administrator to support the Bid Team in a dynamic and fast-paced role, implementing the Work Winning Strategy by monitoring, distributing and managing responses through the bid mailboxes, maintaining statutory databases, and ensuring that best practice standards are applied.

The candidate will also support the Bid Team in daily bid administration activities, work as part of the team and promote a healthy and positive working environment. They will liaise with technical leads/Directors, maintaining positive relationships and supporting them in winning work.

Main Purpose of Job

Bid Team Administration

- Co-ordinate, distribute and manage tender communications through the bid mailboxes.
- Support the bid team when required on bids, including setting up projects and providing support with client interface and communication via the bid mailboxes.
- Management of the Bid Tracker reporting with the Director of Bids & Marketing.
- Monitor, co-ordinate information and maintain bid portals.
- Support the supplier administrator with supplier forms when needed.
- Liaison with colleagues at all levels to ensure information and data is accurate.
- Support the Bid Co-ordinator with the Bid Library when needed in conjunction with the bid team.
- Ensure best practice and adherence to existing procedures, governance and processes.

Bid Library

- Working closely with the Bid Co-ordinator to develop and maintain the knowledge library.
- Supporting update of the bid library content when required.
- Assisting the Bid Co-ordinator in updating bid CVs for the library where required.
- Ensuring the Standard Company Information is up to date.

Liaison & communication

- Ensure timely and accurate communication with all external bodies.
- Ensure timely and accurate communication within the company of information relating to bid proposals.
- Promptly report to and liaise with the GBM.
- Support other members of the Bid Team and promote a positive team working environment.

Any other ad-hoc duties to support The Director for Bids & Marketing & the bid team as required.

Key Attributes and Behaviours

- Minimum of 2-3 years administration experience or a graduate in an appropriate discipline
- Experience in a bid management environment is preferred but not essential
- Excellent English both written and spoken
- Experience within construction / consultancy is preferable
- Knowledge and understanding of the Public Sector bidding would be advantageous
- Excellent knowledge of Microsoft Office (Word; Excel; PowerPoint)
- Excellent written and numerical skills
- Experience of Adobe Creative Suite (InDesign, Photoshop, Acrobat, etc.) would be preferred but is not essential. Training can be given.
- You will ideally have some experience in working within bids or proposals within the construction consultancy industry.
- Strong attention to detail and recall skills.
- A skilled multi-tasker who can work under pressure to meet deadlines.
- Strong organisational and planning skills.
- A proactive approach and be willing to learn.
- Results driven and strive for the best quality work.
- Able to work on your own initiative.
- Ability to engage and influence teams at all levels.

Benefits & Initiatives

Frankham offer excellent benefits and initiatives, including:

- Hybrid working policy
- Annual leave - sell, buy & carry-over
- Health Insurance - Health Shield cash plan
- Long service award
- Incentive scheme
- Frankham Friday
- Professional qualification support
- Cycle-to-work scheme
- Death in service
- Annual season ticket loan
- Generous maternity & paternity pay

About Frankham Group

Frankham is a top 50 multi-disciplinary built environment consultancy. For over 40 years, we have delivered integrated Design, Surveying and Project Management, Infrastructure Engineering, and Risk Management solutions to the built environment. We combine technical expertise with a commitment to bringing ideas to life.

At Frankham we have a dedicated and knowledgeable team of industry experts, all with diverse abilities, striving to provide high quality solutions to all our clients. The company strives to improve the surroundings in which we all live and work. We have held an Investors in People accreditation since 2011 and currently hold gold accreditation.

Our belief is simple – use intelligent ideas to create human benefits. From environmentally sustainable buildings to individual commissions, our projects have one thing in common, they improve peoples' lives.