



# Zen Internet Role Specification

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## **JOB ROLE: Technical Bid Writer**

### **Key Deliverables**

Your primary responsibility will be to write high quality bid responses for new tenders. You will be responsible for introducing and coordinating the bid response process, developing and maintaining a knowledge base of 'standard' answers and templates, as well as identifying ways to improve the quality, consistency and efficiency of the bid response process.

To do this effectively you will need to liaise with other teams and senior stake holders to ensure submissions are made on time and to the required quality.

Applicants must have excellent communication skills, especially written English grammar, spelling & vocabulary, combined with the ability to understand technical concepts and tender questions then provide clear concise responses whilst working to tight deadlines and challenging targets. Strong Microsoft Office skills are essential.

### **Key Responsibilities**

- Compile, edit, and proof read commercial proposals which contain technical content and designs ensuring that these are presented in a professional and concise manner.
- Review and revise documents prepared by others and coordinate the preparation of those materials in a completed bid document
- Determine the scope and timeline of new bids. Lead and coordinate the preparation of the bid ensuring that other contributors provide information on time to the correct standard answering the client's needs.
- Develop knowledge of business, its products and services by reading and review previous bid and design documents and spending time with pre sales, technical and commercial functions
- Develop computer based document store and reference materials
- Review and improve other customer materials and develop a consistent set of standards for other commercial functions to follow
- Develop a set of standard templates for less complex bids
- Provide leadership and guidance to less experienced staff

### **Candidate Profile**

- Writing experience in a technical authoring field
- Technical awareness including an understanding of internet / network based solutions
- Excellent interpersonal skills
- Able to provide leadership and guidance to less experienced personnel
- Able to work to tight timescales particularly when developing proposals
- Substantial experience using MS Office including Word and PowerPoint.
- Team and action oriented; proactive in prioritising own work load and assigned areas of responsibility to others
- Able to influence assertively to get results





