

## **Marketing & Bid Executive** **(£24,000-£28,000 dependant on experience)**

### **Summary**

A fantastic opportunity exists for an experienced Marketing & Bid Executive to join our award winning building consultancy company and be part of the marketing and bid team. The successful candidate will demonstrate experience in a similar position with a clear understanding of B2B marketing. Knowledge/ experience of bids an advantage.

Keegans is a vibrant company with a 30 year heritage and a reputation for delivering quality projects across all building sectors. We believe in providing exceptional service to our clients and pursue a flexible and innovative approach. We are committed to ethical business practice in every aspect of our operations, from our dealings with our clients, to the way we manage our people, to respecting and mitigating the environmental impact of our projects.

The successful applicant will have strong organisational and administration skills, good writing & creativity skills, a methodical approach with good attention to detail, good IT skills, proven capability to work under pressure and meet tight deadlines where necessary, and an outgoing temperament with a passion for marketing and business development.

### **Key activities and responsibilities**

Reporting to the Marketing & Bid Manager the key activities and responsibilities include:

- Tracking and logging of new bid opportunities
- Updating and maintaining electronic portal registrations
- Utilising InDesign to assist with the production of bid and marketing material including brochures, newsletters and presentations
- Assisting in the completion of PQQ and questionnaire responses, including gathering information, and assembling and formatting CVs and other bid materials
- Assisting with bid production and submission including formatting and editing, printing, binding and arranging delivery of final responses.
- Maintaining a Company-wide bid collateral system including written content, diagrams, staff CVs, case studies, client and project reference material, and other generic material as required
- Assist with the preparation of various presentation materials including brochures and PowerPoint presentations
- Develop a sound knowledge of the company's portfolio of projects and clients in order to make an effective contribution to the company's marketing activities
- Identify and develop opportunities to improve the company's presence, brand and success
- Maintain the company's client database (Union Square)
- Update and maintain company website
- Co-ordinating production of internal newsletter
- Manage and optimise social media presence ie Twitter & LinkedIn
- Organise photography of finished projects
- Assist in event management
- Manage our client feedback process via SurveyMonkey

- Update and ordering of branded stationery
- Manage printing from external companies for brochures and marketing material
- Administrative tasks including booking meeting rooms, producing and ordering business cards, binding and ordering couriers.

This is a busy role which offers variety and would suit someone who would like to develop both their marketing and bid management skills further.

### **Experience, Knowledge, Qualifications And Training**

The successful candidate is likely to have:

- A business related or marketing degree (or equivalent)
- Experience of working in a similar role
- Previous experience in a Marketing or Administration role
- Understanding of B2B marketing and desire to develop skills
- Knowledge and or experience of the bid process (desirable)
- Knowledge of external communication tools including social media
- Experience of completing prequalification and bid documents
- High proficiency in the use of MS Office
- Ability to work in In-Design (desirable)
- Fluent English, strong verbal and written communication skills
- Strong organisational and administration skills, with ability to multitask while retaining excellent attention to detail
- Ability to work under pressure, delivering effectively against tight deadlines
- Ability to work both independently and as part of a team
- Excellent written and verbal communication skills
- Ability to produce clear, structured pieces of writing
- Willingness to learn and demonstrating a 'can do' attitude

**To apply, please e-mail Anna Dewey ([anna.dewey@thekeegansgroup.com](mailto:anna.dewey@thekeegansgroup.com)) with an up to date CV and a covering letter setting out why you are suitable for this role. To find out more, please call Anna on 0207 199 0909.**

Keegans is an Equal Opportunity Employer. We value diversity and welcome applications from all sections of the community.

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