

Bid & Marketing Co-ordinator

Dublin Studio

Fixed Term Contract (Maternity Cover)

Deadline: 30 August 2019

We are looking for a proven and enthusiastic Bid and Marketing Co-ordinator to join our team with responsibilities including overseeing bid submissions, marketing and information management initiatives for our Dublin based architecture, mechanical & electrical engineering and civil & structural engineering teams.

This is a varied and exciting position in which you will engage with different sector leads and directors to support on all stages of the bid and marketing process.

Key tasks

- Produce, format and upload bid and submission documents, in collaboration with the studio principal/designated directors.
- Assist other BDP teams/studios with bid and submission information, as required.
- Read and understand key bid deliverables and convey to relevant team members, including external consultants.
- Collate and maintain sector/group/profession marketing information, including CVs, project descriptions and images, ensuring it is regularly updated and easily accessible.
- Liaise with the marketing and communications teams regarding new projects, project page updates, CV writing etc., creating content for the website, intranet and newsletters.
- Assist with the compilation of brochures and presentations.
- Manage relevant input and content in BDP's CRM and opportunities tracking system (Deltek)
- Assist with the organisation of sector/studio events, either in-house or externally.
- Any other reasonable duties as required.

Skills

- Excellent communication skills, especially written English.
- Organised and methodical approach.
- Ability to compile/format/proof-read bid and submission documents in InDesign, often to tight deadlines.
- Excellent knowledge of InDesign, Microsoft Office applications (Word, Outlook, PowerPoint, Excel) and database management.
- Willingness to use BDP's Project Information Management systems effectively (Newforma and Deltek) and provide assistance to the team in their proper use.

- Ability to manage the workload in order to meet tight deadlines.
- Ability to work collaboratively as part of a team.
- Possess a proactive, understanding and flexible approach to dealing with issues.
- Ability to act in a confidential manner when dealing with all BDP activities and not divulge any information concerning the work being undertaken or any other BDP business, either internally or externally.

BDP offers

In return, BDP offers an excellent opportunity for your personal development as well as an attractive remuneration package that includes a competitive salary and a great working environment.

To apply

To apply for this role please email a CV and covering letter, marked for the attention of David Brennan to michelle.kenna@bdp.com

BDP is an equal opportunities employer.

No agencies please.