

Job Title: Bid Manager
Company: Prisman Contracting
Location: Beirut
Status: Open

Job brief

We have a requirement for an experienced **Bid Manager** to work as part of the contracting arm of Prisma Invest Holding . He will be responsible for leading the successful preparation and development of bids, as part of this division, targeting success within Regional Frameworks and key project opportunities. The **Bid Manager** will promote the Prisma business, seeking out and advancing business development opportunities to drive revenue into the Contracting Division

Job Descriptions

- Coordinate the overall bid submission process.
- Develop a bid win strategy to maximize chances of winning the project at commercial sustainable rates.
- Development of submissions in line with the bid requirement including drafting and reviewing bid text.
- Agreement and management of the bid budget.
- Bid financial element fully detailed and agreed.
- Full coordination and leadership of the bid team.
- The submission of bids on time and to the required quality.
- Detailed assessment of the bid deliverables.
- Production of bid submission matrices identifying individual responsibilities for every section.
- Produce and agree the bid program identifying key dates for the submission of information, review dates, deadlines and production of the bid.
- Coordinate the formatting of the document with the submission team.
- Monitor receipt of information from authors against the submission matrix and ensure information is received on time.

- Collate feedback from bid reviews and distribute to authors.
- Arrange, attend and chair bid team meetings, preparing meeting agendas, issuing updates and clarifications to the bid team.
- Maintain a register of the bid clarifications issued and received.
- Complete and update the bid pursuit plan.
- Develop and contribute to the drafting of text and the write up for the submission
- Manage pre-construction design requirements for the tender and manage design;
- Develop alternative design solutions; and
- Maintain a knowledge of alternative technical solutions with a view to being able to resolve tender solutions with innovative solutions
- Potential Clients identified and action plan in place for developing links with others;
- Feedback contacts and meetings to the Directors;
- Feedback specific opportunities to the Directors;
- Review and monitor performance against targets;
- Maintain topical knowledge of the requirements of the marketplace and maintain up to date resource for practical presentation; and
- Research and investigation of potential opportunities and networking

Job Requirement

- Proven success in winning bids/tenders, ideally from within the Construction industry;
- Well-developed analytical, oral and presentation/communication skills;
- Gravitas and profile to lead diverse bid teams and able to demonstrate the ability to influence;
- Ability to provide bid review skills across a wide variety of sectors and clients;
- High quality presentational skills and ability to present to a varied audience including clients, design team supply chain and internally;
- Track record of successfully managing multiple bids;
- Contribute to case study and project review sheets; and
- Highly organised and methodical approach to bid activity.
- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Bilingual Arabic/ English. French is an asset
- Strong organizational skills with the ability to multi-task

- University degree from a reputable Educational Institute
- Minimum 5-7 years' relevant experience