<table>
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<tr>
<th>Department:</th>
<th>Support</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Bid Manager</td>
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**Mission:**
- Undertake the preparation and writing of technical and financial solutions for bid responses.
- Collect, update and consolidate commercial pipeline information.
- Develop bid document that contain appropriate technical content and proposals and ensuring that these are prepared in a professional and concise manner.
- Develop the bid document by coordinating bid content with all assigned participants.
- Organize methodologies and write cohesive tender submission in line with the agreed bid strategy.
- Bid governance, editing and proof-reading final submissions.
- Maintain and develop a database and archives of resources, documents, frequently asked questions, costs related data, CV’s, case studies and offers from all other previous or current bids.
- Assist in market analysis, competitor intelligence and opportunity identification.
- Ensure compliance with all policies, procedures and directives.
- Undertake special projects and develop tools to support zone business development teams.

**Profile:**
- Holder of a Degree in Business/Marketing Management or any other business development related discipline.
- A minimum of 5 years of work experience in bid management related to large tenders (regional or local) in soft facility management and/or catering services.
- Highly developed ability to express Sales and Marketing concepts in written form.
- Must be rigorous and attentive to details.
- Strong networking abilities and relationship building skills.
- Fluent in both written and spoken English language.
- Advanced knowledge of Microsoft Office Excel (Able to work with and build pivot tables, data analysis) as well as Word and PowerPoint.
- Flexible and able to work under tight deadlines.

**Reporting to:** Business Development Director  
**Location:** UAE, Abu Dhabi  
**Email:** career.me@sodexo.com