

<b>Title:</b>	Bid Coordinator	
<b>Salary:</b>	Competitive base salary + variable pay + standard company benefits	
<b>Benefits:</b>	25 days annual leave	Life Assurance Scheme
	5 days annual study leave	Income Protection Scheme
	½ day birthday leave	Contributory Pension
	1 day annual charity leave	Private Medical Scheme
	Subsidised Gym Membership	Sports & Social Club

**Company Summary:**

Attenda is a leading specialist in the provision of managed services solutions for operating Internet and enterprise applications. We currently manage business and brand critical applications for some of Europe's leading companies including bmi, Christian Aid, Regus, Princes Foods, St. James's Place and Travelodge. Our services allow our Clients to selectively outsource their IT operations and re-focus on using IT to add strategic value to their business. Through a commitment to operational excellence, we manage, secure and optimise the performance of our Clients applications irrespective of the physical location of the infrastructure.

The company is financially strong and we have earned the industry's leading accreditations ISO9001, ISO27001, ISO20000, is an HP Signature Partner, a Microsoft Gold Certified Partner, and a SAP Adaptive IT Hosting provide and their first global partner outside of Germany to achieve their SAP Cloud accreditation. In addition we are one of only seven companies to have been ranked in the UK's Sunday Times ARM Tech Track 100 for three consecutive years, have won the Best Managed Services Provider for 2008, 2009 and 2010, have been voted VMware's EMEA Hosting Partner of the Year 2008 and 2009, and recently voted VMware's Global Hosting Partner and are one of only a handful of IT companies to achieve 2 star accreditation in the 2011 Sunday Times Best Companies Survey.

**Role:**

We have an incredibly diverse, talented and committed team whose focus is squarely on providing top quality bids for our Sales function. Reporting to the Bid Manager this role is to assist in the creation of professional bid proposals and documentation, ensuring accuracy and consistency of the content whilst meeting strict deadlines. Your thorough and highly accurate administration skills will enable you to actively contribute to the bid response process, while your planning, organisational and interpersonal skills will ensure the timely collation of information and delivery of the document to the client. In addition you will:

- Assist with planning the bid and response process
- Work with other parties to gather information and co-ordinate responses in a timely manner
- Pro-actively manage the bid responses
- Ensure Salesforce.com is updated with relevant information
- Collate information from public tender websites
- Review and ensure bid response documents are complete, accurate, in the 'Attenda' format and of the highest possible standard
- Maintain the bid proposal library to ensure accuracy
- Maintain standard response templates
- Maintain the tracking system of all submitted bids

**Person:**

- Degree educated (Business or IT related) or equivalent work experience
- Previous experience from with a bid assistance role (an advantage)
- Experience from within the IT Managed Services industry (an advantage)
- Excellent attention to detail is an absolute pre-requisite
- Ability to communicate and influence effectively across all levels
- Ability to use their own initiative in an organised manner
- Ability to work under pressure to tight deadlines
- Highly proficient in Word, Excel, Outlook
- High energy, enthusiastic with drive to succeed