



opportunity

BID ASSISTANT

As a result of GSSArchitecture's continued success, we are looking to recruit a suitably qualified Bid Assistant to join a well-established, award-winning Practice in our Kettering Studio.

Location: Head Office, Kettering
Job Type: Full-Time, Permanent.
Hours: 7.75 per day, Monday to Friday, flexibility with start and finish times.
Salary: Please submit salary expectations with CV.

GSSArchitecture, one of the longest established architectural Practices in the country, is looking to appoint an enthusiastic, confident, well-organised and committed Bid Assistant to join our team and assist in the continued growth and profitability of the Practice of 10 Partners, 60+ staff, and five national offices. The team and practice have been accredited to the Investors in People (IIP) Gold standard, rated as the second-highest scoring architecture practice on the IIP international database. We pride ourselves on our commitment to Sustainability and Health and Wellbeing, both in design and creating a healthy environment within which to work.

Role & Responsibilities (this list is not exhaustive):

- Support in the creation of tender responses, including PQQ, RFP, RFI, ITT, SQ and EOI.
- Ensure that any bid/proposal documentation is well formatted and is consistent with practice branding.
- Track and respond to portal opportunities.
- Assist with setting tender deadlines, clarification deadlines, and sending deadline reminder emails to relevant bid participants.
- Assist and liaise with internal stakeholders to source tender content.
- Proof-read all completed documents.
- Assist with the management of the library of tender related information.
- Provide administrative support to the bid and admin team.

Qualifications and Experience:

- Working knowledge of MS Office 365, including Outlook, Word, Publisher and Excel.
- GCSE English Language and Maths (or equivalent).
- Relevant experience of working within a professional environment.

About You:

- Professional and organised approach with strong time management skills.
- Exceptional attention to detail.
- Innovative/creative approach to document building and presentation.
- Excellent written, interpersonal and verbal communication.
- Ability to work to tight deadlines.
- Timekeeping and attendance must be to a very high standard.

What is on Offer:

- The chance to work at a national Practice, with an exciting and diverse range of projects in different sectors.
- Opportunities for advancement.
- Agile working hours.
- Rewards and incentives.
- Regular functions and events.
- Friendly and inclusive working environment.
- Training and development opportunities.

If you would like to apply for the above position, please send your CV and covering letter to recruitment@gotch.co.uk, quoting reference RA040.



we are an equal opportunities employer

