

<b>Job Title:</b>	Bid Manager	<b>Years of Experience:</b>	2-4Years
<b>Department</b>	Technical	<b>Position Type:</b>	Full Time
<b>Location:</b>	Delhi	<b>Date posted:</b>	
<b>Package:</b>			

**Job Description**

**Position Overview:**

We are seeking a talented and experienced Bid Manager to join our team. The Bid Manager will be responsible for overseeing the end-to-end bid process, from initial opportunity identification to proposal submission and contract negotiation. The successful candidate will possess strong project management skills, excellent communication abilities, and a strategic mindset.

**Key Responsibilities:**

- Lead the bid process for new business opportunities, including analyzing bid requirements, coordinating internal resources, and developing proposal strategies.
- Collaborate with sales, technical, and legal teams to ensure bid responses are accurate, compliant, and tailored to the client's needs.
- Manage the bid schedule and milestones, ensuring deadlines are met and key deliverables are completed on time.
- Conduct risk assessments and identify mitigation strategies to address potential challenges or issues during the bid process.
- Review and analyze bid documents, contracts, and terms to identify opportunities for optimization and improvement.
- Serve as the primary point of contact for clients during the bid process, addressing inquiries, clarifications, and negotiation discussions.
- Coordinate with external partners, subcontractors, and vendors as needed to support bid submissions.
- Monitor industry trends, competitor activities, and market developments to inform bid strategies and positioning.

**Qualifications:**

- Bachelor’s degree in business administration, Marketing, Engineering, or related field. Master's degree preferred.
- [Number] years of experience in bid management, proposal development, or related field, preferably in the [industry or sector].
- Proven track record of successfully managing and winning bids for complex projects or contracts.
- Strong project management skills, with the ability to prioritize tasks, manage deadlines, and coordinate cross-functional teams.
- Excellent written and verbal communication skills, with the ability to articulate complex concepts and proposals effectively.
- Strategic thinker with the ability to analyze market trends, assess competitor activities, and identify opportunities for business growth.
- Proficiency in Microsoft Office Suite and bid management software.
- Ability to work under pressure and meet tight deadlines in a fast-paced environment.
- Professional certification in bid management or project management (e.g., APMP) is a plus.

- Review of information about demands and derivation of supply and proposal preparations
- Clarification of bid conditions and management of the tender preparation
- Monitoring of the bid management in order to ensure it is aligned with the organization's requirements
- Contribution in cost and price calculations
- Coordination of tender reviews and deadlines and adjust them to the frameworks given by the customers
- Coordinating with various teams, including sales, technical, legal and finance to ensure all aspects of a bid are addressed.
- Participating in negotiation sessions to secure favourable terms and conditions while focusing on profitability.
- Stay updated on industry trends, market insights and emerging best practices in bid management.

**Benefits:**

- Competitive salary and performance-based incentives
- Comprehensive benefits package, including health insurance, retirement plans, and paid time off.
- Opportunities for professional development and career advancement
- Dynamic and collaborative work environment with a focus on innovation and growth

If you are a results-driven professional with a passion for bid management and business development, we invite you to apply for the Bid Manager position at [Company Name]. Join us in our mission to deliver exceptional solutions and drive success in the [industry or sector]. Apply today and become a valuable member of our team!

**How to apply**

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **contact@pmspl.net.in**