

Job description

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| Role title | Bid Associate (Endoscopy) |
| Reporting to | Endoscopy Business Line Manager |
| Role duration | FTC (1 year) |

Purpose of the role

- > Support the allocated business area in achieving budgeted growth and ensuring all records including the customer relationship management system is maintained and up-to-date.
- > Delivery of bids and projects on time and to quality in adherence with Customer essential requirements.
- > Meeting with customers, which may include face-to-face competitive dialogue meetings/discussions, site visits, debriefs, bid presentations
- > In field customer engagement, including research and gathering customer insights.

Performance indicators

- > Ratio of tenders/Framework quotes that result in Ergéa's appointed as Preferred Bidder (PBs).
- > Ratio of PBs that reach financial close.
- > Actual deal profitability against forecasted profitability.
- > Feedback from Trust debriefs post-Bid response.
- > Feedback from internal lessons learnt workshops.
- > Feedback from peers, line manager and Commercial Director.

Task list

Administration

- > Monitor Business Development and Framework inboxes to source and take ownership of opportunities for the Endoscopy team.
- > Ensure databases for the allocated business area are updated as needed.
- > Support pre-tender sales development work including presentations, surveys, supplier engagement and other proposals ensuring alignment with agreed strategies.
- > Co-ordinate all external communications in the manner determined by the Customer. External communications may involve face-to-face competitive dialogue meetings/discussions, site visits, debriefs, bid presentations, as well as written clarification questions or email communications.
- > Support the transition of projects through the sales, tender, operational lifecycle to contract closure and ensure that data exchange in the sales to ops hand over for closed opportunities is effective.
- > Responsible for CRM system data, to ensure it is maintained and ensure all Business Development opportunities identified are entered into the CRM system.
- > Ensure all records of contracts, contacts, customers, opportunities and bid, quotes and sales proposals in the CRM system adhere to editing and formatting standards and ensure sign-off approval processes are followed in accordance with quality management system and Ergéa Marketing guidelines

Bids and Proposals

- > Provide the bid level interface between, Sales, Commercial, Technical, Legal and Operational staff stakeholders – facilitating the development and execution of robust strategies for all OJEU procurement bids, Framework mini-competition quotes, and pre-tender sales proposals.

- > Manage internal and external resources to ensure that high-quality and commercially-sound bids, quotes and sales proposals are produced and submitted by the required deadlines, in line with corporate objectives.
- > Work closely with the Endoscopy Business Line Manager and other internal stakeholders to compile accurate maintenance, facility infrastructure replacement programmes, capex, build, consumable and other costs for bids, quotes and sales proposal and achieve sign-off of commercial position prior to submission.
- > Support the commercial strategy and profitability forecasted at bid and quote stages are realised through financial close and achievable when projects are implemented.
- > Coordinate and lead the development and execution of customer focused strategies in response to all quotes, tenders and other bids.

Capability profile

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| Degree calibre | | ✓ |
| PRINCE2 | | ✓ |
| MS Excel Intermediate | | ✓ |
| Skills | Essential | Desirable |
| Strong team working skills | ✓ | |
| Presentation skills | ✓ | |
| Strong communicational skills, both written and verbal | ✓ | |
| Strong commercial awareness | ✓ | |
| Analytical skills | ✓ | |
| Attention to detail | ✓ | |
| Excellent self-management skills | ✓ | |
| Administration and organisational | ✓ | |
| Ability to create confidence retaining trust and integrity | ✓ | |
| Competence with Microsoft Office applications | ✓ | |
| Experience | Essential | Desirable |
| Previous experience of participating in teams working on public sector/PPP/PFI projects. | | ✓ |
| 5 years' experience in Bid Management and Bid Writing. | | ✓ |
| Endoscopy technology & services industry knowledge | | ✓ |
| 1 years' experience in Bid Management and Bid Writing | | ✓ |
| Familiar with a broad range of medical devices | | ✓ |
| Customer Relationship Management (CRM) Database experience | | ✓ |
| Languages | Essential | Desirable |
| English | ✓ | |

Mobility requirements



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|-----------------------------|-----------------------------------|
| Role location | Theale Head Office |
| UK travel | Frequent travel to customer sites |
| International travel | Possible – Training Courses |

Other

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| Ergéa Quality Assurance and Environmental and Health & Safety |
| Comply with policies, and work to maintain a high standard of customer service and protect the safety and health of you, your colleagues, our customers and members of the public. Promptly raise any concerns regarding potential violations of the policies. |

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| DBS - Disclosure & Barring Service disclosure (formally Criminal Records Bureau disclosure) |
| <u>A DBS Enhanced Disclosure is required for all applicants.</u> |
| The successful applicant must agree to an Enhanced Disclosure under the Disclosure Barring Service Records Bureau procedures. Employment will be offered to the successful applicant subject to a satisfactory Disclosure report. |

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