

proposals assistant

Job Title Interior: Proposals Assistant

Department: Marketing & New Business

Location: SE1 ONE

Salary: Competitive

Description:

The Role

This is an exciting opportunity for a pragmatic & self-disciplined candidate to develop their project management skill base as part of the creative marketing & new business team for a leading London-based architecture, interior design and planning practice.

You will be supporting a busy, deadline-driven central proposals desk throughout the client-focused pitching process, ensuring the highest quality of information and documentation output.

This role is a fantastic opportunity for someone looking to work in a friendly and progressive environment. If you enjoy variety in your work, can perform well under pressure and are a team player you will thrive in this position.

Key Responsibilities:

- Assist in the production of PQQs, tenders/ RFPs and interview presentation material
- Co-ordinate responses to practice-wide corporate accreditations
- Maintain proposals data & copy library
- Manage CV database
- Assist with the tracking and follow-up of practice-wide pitching activities
- Co-ordinate & support contributions to departmental reporting
- General administrative support to proposals management

Qualifications, Experience & Skills:

- Degree-educated
- Experience working within an architectural/ interior design practice an advantage
- Ability to produce high quality copy in excellent written English; spelling, grammar & syntax
- Excellent communication skills with the ability to build & maintain good relationships at all levels
- Demonstrated experience of managing multiple priorities with minimal supervision
- Good problem-solving skills
- Excellent note-taking skills
- A natural attention to detail
- A flexible approach to work
- Computer literacy – advanced skills in Microsoft Word and PowerPoint. Familiarity with Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat Professional, etc.) an advantage
- A team player
- Ability to work in a culturally and socially diverse environment
- Ability to commit to and demonstrate tp bennett's corporate values: Design-led, Responsible, Intelligent and Collaborative

If you are interested in applying for the role please send your cv to careers@tpbennett.com.