

Job Title	Proposals Manager
Department	Marketing & New Business
Location	London
Reporting to	Client Development Director

The Role

In summary, to undertake tasks related to new business and to contribute to the writing and editing of texts for bid submissions and pitches. To support a busy central proposals team throughout the client-focused pitching process, ensuring the highest quality of information and documentation output.

Key Responsibilities:

- Content production of PQQs, tenders/ RFPs and interview presentation material
- Co-ordinate responses in line with in house procedures and quality expectations
- Maintain, update and refine a library of relevant submission documents, standard texts, project and practice information for bids
- Manage CV database
- Liaise with international affiliate partners where applicable
- Assist with the tracking and follow-up of tendering/ pitching activities
- Co-ordinate & support contributions to departmental reporting
- Diary management, preparing meeting agendas and minutes in relation to new bids
- General administrative support to proposals management

Qualifications, Experience & Skills:

- Previous experience within an architectural/ interior design practice essential; you will understand the design process and the general functions within a consultancy environment
- Degree-educated, preferably with a strong communications/ language element to studies
- Copywriting skills: 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 priority deadlines 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
- Enthusiastic and self-motivated team player
- Ability to work in a culturally and socially diverse environment