

## **Job Title: Bid Management Specialist**

### **Key Responsibilities**

- Support the Bid Manager in managing the complete bid lifecycle (RFI, RFP, RFQ, tenders).
- Review tender documents to understand scope, compliance requirements, and evaluation criteria.
- Coordinate with sales, technical, finance, legal, and delivery teams to gather inputs.
- Prepare proposal content including:
  - Executive summaries
  - Technical responses
  - Commercial inputs
  - Compliance matrices
- Ensure all bid documents are accurate, complete, and submitted on time.
- Maintain bid trackers, calendars, and document repositories.
- Assist in risk assessment, bid/no-bid analysis, and pricing coordination.
- Ensure adherence to company branding, templates, and quality standards.
- Support bid clarifications, presentations, and post-submission follow-ups.
- Maintain records of past bids, case studies, CVs, and reusable content.

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### **Required Skills & Competencies**

- Strong written and verbal communication skills.
- Good understanding of proposal and tender processes.
- Ability to manage multiple deadlines and priorities.
- Attention to detail and strong document management skills.
- Stakeholder coordination and follow-up capability.

- Proficiency in MS Word, Excel, PowerPoint; experience with proposal tools is a plus.
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### **Educational Qualifications**

- Bachelor's degree in Business Administration, Engineering, IT, or a related field.
  - MBA or relevant certification is an added advantage.
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### **Experience**

- 1–4 years of experience in bid management, proposal coordination, pre-sales, or RFP management.
- Experience in IT services, consulting, EPC, or government tenders is preferred.