

## **Tenders & Bid Manager, Glasgow/London - Top 3 Managed Cloud Computing Company**

### **The Company and Role**

The iomart Group is one of Europe's leading providers of managed hosting and cloud computing services. We specialise in the design, implementation and management of business-critical hosting services enabling companies and organisations to reduce the cost, complexity and risks associated with maintaining their own web and online applications. With offices and datacentres across the UK, we are at an exciting time in our expansion plans across all of our brands.

### **Description of Position**

The primary objective of the Bid Manager is to lead the preparation and submission of high value competitive hosting service and related tenders, contributing to the company's commercial success through increased contract wins.

### **Role and responsibilities**

- Processing of enquiries from receipt, through assessment & review to bid submission and contract award
- Assessment of clients' enquiry documents in conjunction with others to determine bidding strategy
- Manage the qualification and wider bid process
- Management of all tender portals
- Public sector framework management
- Completion and management of RFI's
- Provide bid support to the wider sales team
- Preparation of formal tenders for qualified tenders
- Submission of budgetary proposals to clients and consultants
- Management of tender inputs from engineering, project management, commercial and other departments
- Liaison with internal clients and external consultants or other parties during tender preparation and post bid submission.
- Liaison with vendors and sub-contractors, where appropriate, in the compilation of technical, commercial and pricing inputs
- Risk assessment and risk management of projects throughout the tendering phase
- Preparation of board approval documentation for submission to directors where appropriate
- Compiling the amassed technical, pricing and contractual data into the formal proposal documentation
- Post tender follow-up including attendance at technical and commercial meetings with clients and consultants
- Management and maintenance of shared document repositories ensuring all tender documentation and information is kept current.
- Creating and managing the internal tender processing documents.

### **Skills, Knowledge and Experience**

- Good working knowledge of the managed hosting/cloud computing industry, product set and capabilities
- Advanced Microsoft Office skills – Word, Excel & PowerPoint
- Excellent presentation skills
- Commercial background

- Have a working knowledge of the full tender process including process of preparing documentation for sales and tender processes

#### **What do we offer in return? ....**

- We'll shout you to lunch once a month
- ½ Day off on your Birthday
- Breakfast on us every day, including a hot roll on Fridays
- Free on-site car parking
- Long service benefits
- Snacks, drinks and fruit all day, everyday
- Pension
- Share save and childcare voucher schemes
- Supported training and access to an online training portal 24/7

#### **Training & Development**

As you can gather, we have a relaxed and friendly working environment but don't be fooled; you will be working with some of the country's best talent and greatest technical experts. We want our people to thrive, prosper and to leave work every day feeling valued and that they have made a difference. Talented, motivated and creative people lie at the heart of our success so we invest heavily in our people and their professional and personal development through technical certification, our online training portal and our Management and Leadership Development Programme.