

# CCS Media Recruitment

## Bid Writer

Hybrid | Competitive Base Salary + Career Development  
Permanent

### Role Overview

CCS Media are seeking a talented Bid Writer to join our dynamic Contracts and Tenders team whereby you'll play a crucial role in our business development process, creating compelling and persuasive written content for bids, proposals, and tender submissions. This role requires a keen eye for detail, exceptional writing skills, and a strong ability to articulate complex technical information.

### Key Responsibilities:

- Collaborate with the Sales and Solutions teams to gather information and insights necessary for bid responses.
- Write and edit high-quality bid content, ensuring accuracy, compliance, and alignment with client requirements.
- Research and analyse client needs, industry trends, and competitor offerings to tailor bids effectively.
- Develop compelling value propositions and key messaging to differentiate CCS Media in the marketplace.
- Manage multiple bids simultaneously, adhering to strict deadlines and ensuring all requirements are met.
- Review and improve existing bid templates, boilerplate content, and case studies for continuous enhancement.
- Coordinate with subject matter experts and technical teams to incorporate specialised knowledge into bids.
- Maintain a comprehensive bid library, keeping it updated with the latest information and success stories.

### Key Skills & Experiences:

- Proven experience in bid writing.
- Exceptional writing, editing, and proofreading skills with a meticulous attention to detail.
- Ability to understand technical concepts and translate them into clear, concise, and persuasive written content.
- Strong project management skills with the ability to prioritise tasks and meet deadlines.
- Excellent research and analytical abilities to gather relevant information for bids.
- Proficiency in Microsoft Office suite, particularly Word, Excel and PowerPoint.
- Experience working with bid management tools and software is a plus.
- A proactive and collaborative approach, with the ability to work effectively in a team environment.

### Hours of Work:

- The hours of work are 9.00am – 5.00pm Monday to Friday with 1 hour for lunch.