



ALLPAY LIMITED
JOB DESCRIPTION

Owner	HR Manager	Date Created	0
Classification Level	Restricted	Template Version	General Form v1.4

1. JOB IDENTIFICATION

Job Title: Tenders Apprentice

Responsible to: Bid Manager

Department(s): Tenders

2. JOB PURPOSE

To provide administrative support to the Tenders department and assist with the end to end bid process.

To take responsibility for record keeping and undertake a range of office administrative duties to support the Tenders team.

3. KEY RESULT AREAS

- To be responsible for the administration in support of the Tenders team
- Check various Tender Search systems on a daily basis and identify any contracts which may be of interest to the Company, either to bid or for market intelligence purposes.
- Assist the Assistant Bid Manager and Bid Manager in the project management of Tender Projects.
- Working to tight deadlines to assist in producing bid winning submissions.
- Assist in the project management of bids and together with the Tender Manager and Assistant Bid Manager work with a range of internal stakeholders such as Legal, Compliance, Sales and Implementation.
- To develop a working knowledge of the company, its products, services and competitors.
- To gain understanding of the importance and ramifications of ensuring provision can be met to the standards outlined within a submission.
- Proofreading of material and the work of others, providing constructive feedback to ensure a submission of the highest standard is achieved.
- Learn and and keep up to date with Public Sector formal OJEU tendering processes.
- To contribute and assist in maintaining an effective and constantly evolving reference library.
- Assist in updating spreadsheets/databases and to consistently and accurately update the CRM to enable relevant knowledge to be distributed company wide.
- To track and distribute as necessary any correspondence or clarifications from Clients to the bid team with urgency to ensure a timely reply.
- To establish, maintain and develop excellent customer service via telephone and email.

"The post-holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the post".



4. KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS REQUIRED TO DO THE JOB

- Educated to GCSE level in English Language and Maths, Grade C or equivalent
- A methodical, consistent and accurate approach to routine tasks
- Ability of working in an administration role which requires attention to detail in all data management and administrative support tasks
- Ability to prepare and maintain documentation to the highest standards of presentation
- Able to manage tasks and work to deadlines
- Ability of dealing with clients over the telephone
- Ability to work to tight deadlines under pressure
- Ability to work as part of a team and accept change readily
- Organised and able to prioritise
- Excellent time management, organisational and workload management skills
- Good written and verbal communication skills at all levels
- Able to work effectively in a pressured, busy team environment
- Ability to use Microsoft Packages including Word and Excel
- Ability to effectively work to deadlines
- Flexibility and adaptability in a frequently changing environment

7. JOB DESCRIPTION AGREEMENT

We confirm that this conveys a full and accurate description of the job as at:

Job Holder's Signature:

Date:

Manager of Department Signature:

Date:

Director of Department Signature:

Date: