



Bid Writer

The Bid Writer will be responsible for drafting of formal bids and tenders, including compiling information and responding to Expressions of Interest, Request for Information, Pre-Qualification Questionnaires and Invitations to Tender.

They will produce accurate and on-time bid submissions, working with internal and external stakeholders to gather and validate information, to create bids that are compelling in quality and competitive in price.

Role Responsibilities:

- Quality control of bids and all accompanying documentation.
- Ensure compliance of bids with industry regulations/requirements.
- Daily tracking and monitoring of tender websites.
- Create and maintain a bid library populated with relevant technical information and stock answers
- Coordinate the bid process with internal stakeholders
- Coordinate the bid process with external stakeholders including subcontractors
- Highlight key milestones in the bid process and ensure adherence across all departments

Essential Training or Qualifications

- Degree level education or equivalent experience
- Experience of working within a commercial environment
- Strong organisational skills
- Have excellent communication skills both verbal and written.
- Attention to detail.
- Some experience in writing technical bids preferred.

COMPANY

Envevo is a leading ICP and EV ChargePoint installer serving commercial clients across the UK. We offer a full turnkey service comprising connections to the grid, civil engineering services, and full installation of electric vehicle chargers.

LOCATION

Slough – SL1 1QP

BENEFITS

Hybrid Working

Generous Holiday Allowance

Private Healthcare

Car Allowance

EV Car Scheme

CONTACT INFO

Should you wish to apply for this role, please send your CV and covering letter to:

careers@envevo.co.uk

or apply via:

[Envevo.co.uk](https://www.envevo.co.uk)

Envevo Ltd. are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

