

# Career Profile: Bid Coordinator



Tendering is the process of selecting and appointing trade contractors and suppliers. These can be one off tenders for a one-off project, or ongoing throughout an organisation's operations. You may be overseeing incoming tenders for an organisation or trying to win tenders for a company to increase business.

Bid Coordinators are responsible for the end to end tender process and production of professional bids for submission and often come from a marketing, project management or business background.

## What would my working day look like?

Some of the tasks you may complete are:

- ▶ Preparing, designing, collating and writing tender documentation
- ▶ Liaising with clients, contractors and colleagues to support the bid development process
- ▶ Prepare a criterion for contractors and suppliers to ensure each tender submitted fits the requirements
- ▶ Liaise with tendering companies and other people within your organisation to ensure everything required from a tender is covered and included
- ▶ Providing support and advice to the tender and contract team where required
- ▶ Reviewing tenders and contracts on a regular basis to ensure they are being adhered to and are renewed or amended where relevant and meet quality, risk and compliance standard
- ▶ Ensure tenders fulfil legal requirements
- ▶ Manage and grow relationships with customers, contractors and or suppliers
- ▶ Negotiating and clarifying contract and tender terms
- ▶ Lead internal team meetings to collate and share information on the tender
- ▶ Produce a costing structure to be submitted with the tender documentation

## I might enjoy this job if:

- ▶ I am a details orientated person
- ▶ I enjoy taking on leadership roles at school
- ▶ I have an aptitude for computers
- ▶ I can meet deadlines and handle pressure well
- ▶ I enjoy subjects such as Maths, English, Business Studies, Arts and Technology

## Working conditions and hours

You will usually work in an office, preparing, reviewing, overseeing and submitting tender documentation. You will work as part of a team to complete the tender and you will use computer software such as Adobe Pro and Microsoft Office to complete documentation. You may be required to work after hours at times to meet deadlines. You will generally work full-time (up to 44 hours per week).

## How do I become a Bid Coordinator?

To become a Bid Coordinator, you generally need several years of experience in a similar role or within a construction company in marketing or as a project officer. Most Bid Coordinators have either a vocational or tertiary qualification in business, marketing or project management.

If you want to follow a University pathway you will need to complete Year 12 to enable entry into a degree program in Business, Project Management or Marketing. Contact individual University Business and Arts schools to check if they have any pre-requisites before selecting your Year 11 subjects and before applying to a program. Your school careers advisor can help you with information on how to enrol at university.

## Future pathways and opportunities

You could work for a huge range of organisations including government, small and large private enterprises. You can even set up your own business. With further experience and training your career could lead you to become a Senior Bid Coordinator, Manager or Project Manager.

## Average Pay

Between

**\$70,000 - \$85,000** per year,  
depending on your qualifications, experience.

(Source: Job Outlook)

## What skills and personal qualities do I need?

- ▶ Have a careful and methodical approach to work
- ▶ Have good negotiation skills
- ▶ Have excellent communication and interpersonal skills
- ▶ Highly organised and able to prioritise tasks
- ▶ Can multi-task
- ▶ A creative, confident writer with strong proofreading / editing skills
- ▶ A proactive attitude and strong work ethic



## Next Steps

Further information can be found at:

- ▶ Jobs and Skills WA – [www.jobsandskills.wa.gov.au](http://www.jobsandskills.wa.gov.au)
- ▶ Australian Apprenticeship Pathways – [www.aapathways.com.au](http://www.aapathways.com.au)

- ▶ The Good Universities Guide – [www.gooduniversitiesguide.com.au](http://www.gooduniversitiesguide.com.au)
- ▶ Australian Apprenticeship Support Network Providers – [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)
- ▶ Job Outlook – [www.joboutlook.gov.au](http://www.joboutlook.gov.au)