

**Job Title:** Administrative & Bid Assistant

**The Role:** We are seeking a responsible, efficient and well-organised Administrative & Bid Assistant to join our Beckenham office as soon as possible.

You must be a team player and make every effort to provide help when needed. Computer skills are essential to this role and the ideal candidate will be advanced in Microsoft Office.

Key aspects of the everyday role will include, but are not limited to:

Undertaking tasks to assist the reception area such as;

- Meeting and greetings guests
- Answering telephone
- Booking meeting rooms
- Assisting with staff queries
- Stationery orders
- All other general reception duties

The role will also involve assisting the Bid team the day-to-day tasks involved with submissions;

- Expressing interest in relevant opportunities
- Update and maintain tender information
- Collating research and clarifications/responses
- Formatting response documents
- Creating SmartDraw charts and visuals
- Update and maintain tender information

You will take instructions and will report to the Bid Manager daily.

The ideal candidate will be able to multi-task, have excellent organisation and communication skills, have the ability to work under pressure and deliver to deadlines. It is imperative that you are able to work alone, as well as part of a team, and in conjunction with several other departments.

You will express a willingness to learn and the ability to retain information on new projects, policies, case studies and corporate information that will ensure the writing of high-quality proposals.

**Requirements:**

- Past experience with bids would be ideal but not essential
- Computer literate with an intermediate level of Word and Excel skills
- Knowledge of other Microsoft Programmes and Adobe Acrobat
- High attention to detail
- Be able to multi-task
- Work well within a team but also have the ability and confidence to work alone and take initiative
- Have excellent organisation and communication skills
- Have the ability to work under pressure and deliver to deadlines
- Excellent telephone manner
- Be flexible with regards to working hours and requirements of the role

**Package:**

- Initially 25 days annual leave increasing with service
- Pension scheme
- Ride to work scheme
- Buying of additional holidays

**Our Company:**

We are a Construction Consultancy, have been around since 1970 and employ over 160 people. Over the years we have built a reputation of integrity, reliability and excellence for all of our services.

Our business, which operates out of four offices in Beckenham, Brighton, London and Colchester, is continuously growing and the feedback from our Clients is glowing.

We have achieved our success by focusing on the goals of supporting and looking after our staff and Clients, and making sure that any future expansion does not conflict these ideals.

We are delighted that we have been recognised as meeting the high standards of organisational excellence defined by the 'Investors in People' (IIP). We feel that from obtaining this accreditation, it is an important step in ensuring our employees feel they are valued and an integral part of the Company.

For more information on Potter Raper please visit our website – [www.potterraper.co.uk](http://www.potterraper.co.uk)

**Office Location:**

Potter Raper,  
Duncan House,  
Burnhill Road,  
Beckenham,  
Kent  
BR3 3LA

**Process:**

We will review your covering letter and CV in detail, should you be successful at this stage then you will be invited in for an interview by a Director. During the interview we will explain the next steps and give you an opportunity to ask us any questions you may have.

We are an Equal Opportunities Employer and all applications will be treated in the strictest confidence.

**Reference Number:**

ABA/MD/BCK/21

**To Apply:**

Please send your covering letter\* and CV to:

[recruitment@potterraper.co.uk](mailto:recruitment@potterraper.co.uk)

\*Please include in your covering letter your salary expectation.

Please include Administrative & Bid Assistant – Beckenham' in the email subject title

**Recruitment Policy:**

If you are a Recruitment Agency and you choose to respond to this vacancy post then you are deemed to have read and accepted our Recruitment Company Terms and Conditions. This can be found here –

<https://www.potterraper.co.uk/wp-content/uploads/2021/01/Recruitment-Policy-2020.pdf>