

Bid Coordinator

Role summary

This role is responsible for facilitating all tender submissions, maintaining all records of awards, and actioning any related queries regarding the contracts in a timely manner. Additional responsibilities include maintaining Clinisupplies Labour Standards Assurance System (LSAS). This role is office based, from our Watford head office, with some flexibility to work from home.

Key responsibilities

The following provides an indication of the key responsibilities involved in this role but is not intended to be an exhaustive list of all duties that you may be required to do.

- Lead and manage all bid preparation, submissions, and extension requests for Clinisupplies, being the single point of contact for all internal and external stakeholders.
- Develop a plan and assign tasks to the team; gather, check, and coordinate signatures, on all paperwork for submission to the relevant parties/portal.
- Develop and maintain the Tender Tracker, ensuring key stakeholders are informed with key upcoming tender opportunities and extensions.
- Maintain and develop the Tender Library, updating all documents when required and facilitate the creation of new documentation to support the non-financial sections of bids (and the business' policies and procedures in general).
- Regularly check all relevant tender portals for notifications of the latest releases notifying key stakeholders.
- Evaluate new opportunities for Clinisupplies to compete on new national, or international, contracts or tenders.
- Develop and maintain a clear process for the management and sign-off of tender pricing. Ensure all prices meet Clinisupplies margin expectations.
- Ensure all systems and records are kept up to date with all active SKUs and pricing so all key stakeholders have the information they need to execute the contract.
- Manage the Labour Standards Assurance System (LSAS) for Clinisupplies. Liaise with all suppliers to ensure they meet expected requirements, ensuring all necessary procedures and paperwork are in place, including maintaining the list of approved suppliers.
- Lead the internal and external audit. Work with external auditors to ensure Clinisupplies passes the annual LSAS audit.
- Ensure Clinisupplies is compliant with Government Modern Slavery requirements.
- Be on-hand to deal with ad-hoc queries from providers (e.g. NHS Supply Chain) and lead preparation and submission of any additional paperwork, as required.

Skills and experience required:

Experience

- Contract management, or tender management experience – ideally with ERP systems experience (e.g. SAP, Oracle, etc.).
- Healthcare industry experience is an advantage.
- Excellent Microsoft Office skills.

Skills

- Commercially astute – aware of the impact of your actions on the top- and bottom-line results.
- Well-organised and adaptable – excellent planning skills and ability to execute to deadlines, with flexibility to meet the changing needs of the business and the role.
- Practical thinker and problem-solver – good concentration and focus that allows you to clearly think through a problem and provide a practical, tangible solution.
- Logical and analytical – process-driven mindset with the skill to analyse qualitative and quantitative information to support good decision making.
- Good communicator – you can listen and speak confidently and sensitively to others as well as being able to use tools to help others understand the issue at hand.
- Self-motivated team player – you can work independently and as part of a team.

We are offering a salary of up to £35,000 per annum for the right candidate.

Clinisupplies is dedicated to the continuous development of our employees and offer excellent career prospects for the strong candidate. We offer an attractive benefits package including a competitive salary, 26 days holiday pro-rata (increasing with service) plus bank holidays, contributory pension scheme, profit related pay, private healthcare, EAP, and other varied employee benefits.