



Bid Writer / Contract Co-ordinator

The Company

George Cox & Sons Ltd are a North West based civil engineering and highways contractor with over 70 years' experience. Specialising predominately in long-term framework contracts with Local Councils and Transport Authorities we have a proven track record of delivering high quality schemes.

Due to our reputation of working in a safe, cost effective and collaborative manner we are repeatedly invited to participate in early contractor involvement and value engineering solutions.

Incorporating a family value approach to our workforce and we believe in investing in our employees training. In 2019, we won the CECA North West "Project over £5m", and this year won the North West Family Business Award for Large Engineering.

We have recently been successful in securing long time frame works with Stockport, Bury & Blackpool Councils.

The Job

Job Title:	Bid Writer / Contract Co-ordinator
Contract:	Permanent following 6 month probationary period
Location:	Head Office, Hall Lane, Farnworth BL4 7QF
Working Hours:	37.5 hours per week Monday – Friday: 09.00 – 17.00 (inclusive of unpaid breaks)
Holidays:	35 days including bank holidays <i>7 days are to be taken at the Christmas Shutdown</i>
Remuneration Package:	Negotiable (depending on experience) Profit Related Bonus Workplace Pension Accident and Life Cover (after probationary period passed)

Candidate Skills

Essential

- Clear fluent and imaginative report writing
- Strong maths ability
- Working under pressure and to deadlines
- Good Working knowledge of MS Office
- Excellent Communication

Personal Qualities

- Highly motivated with a desire to succeed
- Attention to detail
- Punctual
- Team Player

Desirable

- Experience of the Construction Industry
- Driving licence
- Experience in MS Publisher / In Design or similar

Roles & Responsibilities

Bid Writing

- Writing and co-ordinating quality submissions for tenders and bids
- Updating case studies and project reviews
- Award submissions
- Assisting in Marketing of the company

Managing Sub Contractors

- Manage approved sub-contractor database
- Assist Estimators sourcing sub-contractors

Reporting

- Assisting Directors in the production of various weekly/ monthly financial reports
- Production of various enquiries / commercial reports

Managing Enquiries

- Checking and updating enquiries data base
- Liaising with estimators to ensure all submissions are completed and uploaded in time
- Checking external portals (e.g.The Chest) for enquiries.
- Booking in all schemes for pricing and sending out sub- contractor enquiries
- Assist in co-ordinating weekly tender meeting

How to Apply

If you wish to apply, please submit your CV with a brief covering note to: hr@gcox.co.uk

George Cox and Sons Ltd are an equal opportunities employer