Bid Engineer - Job Specification

JOB TITLE:

Bid Engineer

PURPOSE OF THE JOB:

As a Bid Engineer working on a wide range of Civil Engineering schemes, flexibility is important.

DUTIES & RESPONSIBILITIES:

- Technical writing input for pre-qualifications and tender submissions
- Preparation of project programmes.
- Developing and assisting with project planning.
- Reviewing contract documents.
- Assisting our design and procurement teams.
- Developing value engineering solutions
- Researching for submissions.
- Assisting our project management teams.
- Promotion of the company.
- Carry out any other reasonable request made by line manager to support departmental or company objectives.

REPORTING TO:

Bid Manager

TERMS & CONDITIONS:

- 29 days annual leave (including statutory days)
- Contributory Pension Scheme
- Payment of professional institution fees
- Attractive Benefits Package

CLOSING DATE:

Friday 6th February 2015
**Person Specification**

**KNOWLEDGE, WORK SKILLS, GENERAL ATTRIBUTES, EXPERIENCE, EDUCATION & QUALIFICATIONS:**

**Essential:**

- Have a minimum 2:1 degree (or equivalent) in Civil Engineering or construction related discipline
- Good knowledge of civil engineering construction processes
- The ability to communicate and negotiate with individuals at all levels, be able to understand other people's point of view and know how to get the best out of people
- Demonstrate ability to write detailed, high quality technical responses.
- Ability to provide presentations to clients with confidence
- Ability to work on own initiative, but understand level of responsibility within the team
- Good time management skills, with ability to prioritise work and manage a number of tasks concurrently
- Excellent communication skills with the ability to interact with a wide range of people
- Be highly motivated
- Hold a valid driving license

**Desirable:**

- Previous bid experience on a range of Civil Engineering projects an advantage
- Previous experience of MS Project & AutoCAD an advantage

**Method of Application:**

To apply for this position, please complete the company application and monitoring form and send together with a copy of your CV to:

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<thead>
<tr>
<th>HR Manager</th>
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<tr>
<td>FP McCann Ltd</td>
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<tr>
<td>Knockloughrim Quarry</td>
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<tr>
<td>3 Drumard Road</td>
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<td>Magherafelt</td>
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<td>BT45 8QA</td>
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Or

Email to careers@fpmccann.co.uk

*This job description is not prescriptive and is an outline of the main duties and responsibilities only. The postholder may be expected to undertake other duties as appropriate to the post as may be assigned by his/her supervisor.*