



# BID WRITER

- Are you an independent, self-motivated creative professional?
- Competitive salary and benefits
- Be part of a revolutionary business with exciting growth plans.

## ABOUT THE COMPANY

Focused Marketing is an independent agency based in South Brisbane. We provide a full suite of branding and marketing services, including strategy, tenders, digital, design, content and training. We're also experts in tender submissions, having won more than \$3 billion of business for our clients over the past 14 years.

As a boutique provider, we are able to offer all the benefits you expect from the big end of town, but without the high prices and without the inflated egos.

We're not into clever jargon. We're not into chest beating. And we're not into churning out the same tired ideas time after time.

Instead, we work with businesses of all shapes and sizes to create powerful brands, campaigns and submissions, based on what's right for them. [Click here](#) to learn more.

## ABOUT THE ROLE

The Bid Writer role is full-time. The core purpose of the role is to assist with bid writing and planning, bid project management, development, review, submission, and reporting on tender and bidding across a range of opportunities.

Reporting to our CEO, the successful candidate will be part of a small busy team that works together to deliver for our clients. Day to day work includes:

- Production of professionally written bid content that clearly articulates clients' value propositions. This is a multitasking role that requires an ability to work under pressure and to demanding deadlines.
- Reviewing and editing previously written content where necessary, working with other bid team members to produce written bid responses and presentation collateral in line with deadlines.
- Writing content for use in presentations and other supporting bid documentation.
- Leading storyboarding sessions with the bid team members and key stakeholders.
- Delivering completed written proposal responses to the Bid Manager against agreed deadlines, escalating issues as required.
- Writing/editing bid content from a variety of stakeholders, including contributions from BD, marketing, technical/ product teams, finance, commercial, legal and delivery teams.
- Participation in key review meetings/final document review, content sign off and document production.

- Working with client subject matter experts for content development and collation.
- Maintaining and developing strict filing systems for bid and content management.

## SKILLS & EXPERIENCE

We are looking for an enthusiastic bid writer that will be able to write effective, concise and compelling content to tight deadlines. The ability to work as a team and to obtain accurate, high quality information from all bid stakeholders in order to produce bid collateral is essential.

The perfect candidate will thrive under pressure, be able to work to tight timeframes, as well as work both autonomously and as part of a team. You will be able to problem solve, identify, and deliver the best course of action. As a Bid Writer, you will have a background of at least 3 years plus in a similar role or in a copywriting, communications, business development or related role. You will need to be highly organised and self-managing.

You will be able to work well under pressure while meeting multiple bid deadlines and time-oriented KPIs, with proven skills in producing and editing bid content within a complex business environment.

### You will:

- Have strong written English language skills and be a confident writer.
- Possess high attention to detail with an excellent editing and proofing ability.
- Have excellent literacy skills, with an extensive vocabulary.
- Be deadline-driven with effective time management skills.
- Thrive in a busy environment.
- Be able to multitask and prioritise workloads.
- Have proven bid team involvement.
- Demonstrate effective bid writing skills.
- Be highly competent in the Microsoft Office Suite - especially in Microsoft Word formatting
- Have experience working with and briefing design teams in a bid process.

## CULTURE

Focused Marketing has grown organically and evolved into a highly creative marketing consultancy with a team that is fun, approachable and down to earth.

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**If you like what you see and think we will too, apply below or contact us.**

**Click on the APPLY button or contact us via email at [info@focusedmarketing.com.au](mailto:info@focusedmarketing.com.au)**

**APPLY**