



Position: **Head of Bid Writing & Marketing**  
Location: Carryduff, Belfast or Castleblayney, Co. Monaghan  
Salary: Competitive, based on experience  
Job Type: Permanent full-time or part-time (flexibility to suit candidate)

## About Us

Semple & McKillop is a leading consultancy firm specialising in building services engineering and low carbon design. With a strong track record of securing high-profile contracts, we are looking for a skilled candidate to lead our marketing team, with primary responsibility for bid writing. The candidate will join our dynamic pre-construction team and play a pivotal role in winning new business.

## The Role

You will be responsible for developing compelling, high-quality bid submissions that effectively communicate our expertise, value propositions, and project capabilities. You will collaborate closely with technical teams and senior management to ensure our bids are clear, persuasive, and aligned with client requirements.

## Key Responsibilities:

- Write, edit, and produce winning bid submissions, PQQs, ITTs, and proposal documents for construction projects.
- Translate complex technical information into clear, engaging, and persuasive content.
- Collaborate with technical teams, project managers, and subject matter experts to gather information.
- Ensure all bids meet compliance and quality standards while adhering to deadlines.
- Maintain a library of bid responses, case studies, and best practices for future use.
- Conduct research and analysis to strengthen bid content and tailor responses to client needs.
- Support bid strategy development, helping to differentiate our proposals from competitors.
- Develop and implement marketing strategies to enhance brand visibility and engagement.

## What We're Looking For:

- **Experience:** Proven track record as a Bid Writer, ideally within the construction industry.
- **Writing Skills:** Excellent written and verbal communication skills with the ability to craft persuasive and concise proposals.
- **Technical Understanding:** Ability to interpret technical information and present it effectively.
- **Attention to Detail:** Strong proofreading and editing skills to ensure high-quality submissions.
- **Project Management:** Ability to manage multiple deadlines, prioritize tasks.

## Why Join Us?

- Opportunity to work with a leading construction company on high-value projects.
- Career progression and professional development opportunities.
- Supportive and collaborative team environment.
- Competitive salary and benefits package, including pension, private health care and flexible working.

## How to Apply

If you're a talented **Technical Bid Writer** looking for your next challenge, we'd love to hear from you. Please submit your CV and a cover letter to:

**careers@semplemckillop.com by Friday 28<sup>th</sup> February 2025.**

*Semple & McKillop is an equal-opportunity employer. We welcome applications from all backgrounds.*