

Key Requirements & Responsibilities:

Qualification in Construction Management, Architectural Technology or Civil/ Structural Engineering. (Level 7 or Higher).

Experience in Asta Powerproject, MS project, highly beneficial

Experience of technical writing and or academic writing will also be beneficial.

Working under the supervision of the Bid Manager the Bid Writer will assist in developing a proposal structure and technical content.

- The role requires reviewing and editing previously written content where necessary, working with bid team members to produce written bid responses and presentation collateral in line with deadlines.
- The role will also involve writing content for use in presentations, internal team handovers and all supporting documentation, ensuring a cohesive and consistent approach.
- The ideal candidate should be able to write effective, concise and compelling content while working towards deadlines.
- The ability to work as a team and to get accurate, high quality information from all bid stakeholders in order to produce a comprehensive bid is essential.
- A key skill is the ability to review and understand Bid documentation including architectural and engineering drawings and specifications.
- Attention to detail and the ability to extract and summarise bid documents will be important.
- Ability to write and edit programmes in Asta Powerproject, MS project, highly beneficial (training will be provided if necessary).
- Strong working knowledge of the building regulations and exposure to the major Irish building contract forms, would be beneficial.
- The position carries the opportunity for career progression into Bid Management Preconstruction and programming for the right candidate.

SUMMARY OF SKILLS

- Excellent communicator
- A high attention to detail with an excellent reading editing and proofing ability
- Excellent literacy skills, with an extensive vocabulary
- Technical construction background
- Understanding of construction procurement in Ireland (beneficial not essential)
- Deadline driven with effective time management skills
- Thrive in a busy environment
- Ability to multitask and prioritise workload
- Experience in the required business sector (Construction)
- Proven bid team involvement (beneficial, not essential)
- Programming skills (Asta Powerproject, MS Project Primavera) desirable
- Project management methods/ knowledge desirable.
- Can demonstrate effective bid writing skills