

## Role summary

As a member of the bid team, the role involves working under the direction of partners and Head of Bids to write and produce bid documents, proposals and presentation material to help the practice win new work. The bid team is part of the larger communications team that support the design studios in bidding for new work and promoting the practice through research, online media, exhibitions and publications. The desired individual will need to have excellent skills in brief analysis, writing and communication, and a can-do-attitude, able to support other departments in a fast-paced, creative environment. This role can be based in either our London or Beijing office.

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## Role definition

**Job Title:** Bid Coordinator (Mandarin speaking)

**Reporting to:** Head of Bids on a day to day basis and ultimately to Head of Communications and Senior Partner

## Responsibilities

- Coordinating with partners, project managers and communication team members to produce written material for bid documents, OJEU responses, RFPs, RFOs, competition reports, project texts etc.
- Support with analysis of brief documents and undertake research on potential projects or clients.
- Preparing and printing accurate and high-quality bid documents using Adobe InDesign, in a deadline driven environment
- Supporting the bid team in writing and editing CVs and past project case studies, liaising closely with individuals
- Collaborating with the Marketing + Head of Bids in reviewing and improving marketing collateral with frequent deadlines.
- Understanding and learning the Foster + Partner's portfolio of work
- Proof reading for correction of grammatical, punctuation and spelling errors and compliance with Foster + Partners' style guidelines
- Providing general support across the Communications Department as required and administrative assistance where necessary
- Update and maintain the practice's social media content in Chinese
- Organise the archiving of completed bids- ensure that all documents sent out are filed on the Potentials database. Supply copies of bid documents to relevant partners etc.
- Thorough knowledge of and compliance with Foster + Partners administrative procedures and standards
- To contribute, or otherwise assist, as required

## Qualities and skills required

- Fluent in English and Mandarin
- Able to demonstrate ability to undertake the above responsibilities

- Legally able to work in the country in which the position is based
- Excellent written and verbal communication skills- articulate and diplomatic manner
- Able to resolve problems and work proactively
- Good technical knowledge of Adobe InDesign
- Experience of preparing bid documents and knowledge of bid processes e.g. OJEU responses, RFPs, RFOs and competitions
- Able to build good relationships at all levels, internally and externally
- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is maintained at all times
- Able to demonstrate a flexible approach
- Able to organise and prioritise duties and work under pressure while remaining calm and professional at all times

### **Desirable**

- Fluent in other foreign languages
- Interest in architecture, arts and design
- Experience of working in a bid position in a design or professional services company

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

September 20