

Bid Coordinator

We're looking for a driven and detail-focused Bid Coordinator to help our Business Winning team produce high-quality winning tenders.

Working closely with the Bid Manager, Business Development, and operational teams, you'll play a key role in coordinating and supporting the bid process — helping to ensure submissions are compliant, professionally presented, and aligned with NIS strategy and values.

Below is an outline of duties and responsibilities: –

- Support the end-to-end bid process, assisting in the preparation and compilation of tender documentation.
- Coordinate contributions from internal departments (Engineering, Manufacturing, Projects, Commercial etc.), ensuring information is accurate and submitted on time.
- Compile and format tender documentation to a consistently high standard of presentation, including the production of graphics such as organisation charts, tables, and flow diagrams.
- Support to the Business Development team with pre-tender requirements/ deliverables.
- Review of Invitation to Tender requirements/ deliverables.
- Maintain effective document control throughout the NIS bid process, ensuring shared drives and bid library information are accurate and up to date.
- Monitor bid budgets using the NIS accounting system and support in producing reports.
- Update and manage the NIS enquiries database, monitoring tenders expected, in progress, and awaiting feedback.
- Support continuous improvement initiatives within the bid process, including lessons learned (LFE) activities.
- Liaise with clients where required.
- Provide general administrative support including calendar management, minute taking, and action tracking.