

Marketing and Bid Co-ordinator London



If you are an experienced Marketing and Bid Co-ordinator we have an exciting opportunity on offer to join our busy Practice, working with our friendly and collaborative team across our London and Winchester studios.

Your new company

ArchitecturePLB is an award winning Architectural Practice collaborating across studios in Winchester and London. Our portfolio includes a broad range of education and residential projects as well as unique civic and cultural buildings. The teams in both offices are friendly, busy and energised by the projects they work on. We offer excellent remuneration with a competitive salary, a great benefits package, and regular social activities.

For further information about our practice please visit: www.architectureplb.com

Your new role

As the Marketing and Bid Co-ordinator you will be an important member of our studio team, your key duties will include:

Marketing and Business Development support:

- Coordinating with the senior team to put together new business submissions, brochures and presentations that are consistent with our marketing and business development strategies and align with our brand and visual identity
- Keeping our practice website up to date
- Liaising with our team to develop and post social media content
- Updating and maintaining marketing information including client contacts, image databases and resources that showcase our work
- Leading on all awards submissions, collating project information and ensuring submission deadlines are met
- Supporting on events organisation, both internal and external
- Creating efficiencies in the new business process, ensuring up to date information is maintained and consistent with practice graphic standards

Bid support:

- Coordinating input from the senior team and outside consultants to ensure the timely submission of high quality bid documents
- Monitoring tender portals in order to forward relevant opportunities to the senior team and managing any subsequent tender clarifications
- Obtaining and analysing feedback on all submissions to identify areas of improvement for future bids
- Maintaining a library of bid information to support efficient bidding processes

Administration support:

- The role also includes a small amount of administration support to the directors and wider team within our London studio.

What you'll need to succeed

We welcome applications from candidates with the following skills and experience:

Essential:

- 2 years+ experience in a similar role within the architecture, construction or design industries
- Able to evidence excellent graphic and written communication skills
- Highly organised, self-motivated with a proactive, can-do attitude
- Possesses excellent attention to detail – able to produce error free work
- Able to multi-task, prioritise and manage multiple projects simultaneously to tight deadlines
- Fluent user of social media management platforms
- Confident and proficient user of Adobe Creative Suite (InDesign, Illustrator and Photoshop)
- Proficient user of Microsoft Office 365 (Word, Excel, PowerPoint, Teams)
- Has the right to work in the UK

Desirable:

- Experience of Wordpress online publishing or other website platforms
- Graphic design skills

You will be based in London with travel to the Winchester studio as required. The role is offered on a full time, permanent basis.

What you need to do now

If you are interested in applying and meet the above requirements, please send:

- a brief cover letter detailing your suitability for the role, salary expectations and availability
- a CV (2 pages maximum) clearly setting out your relevant experience and qualifications

If you have what it takes to succeed, please send your CV and cover letter to recruitment@architectureplb.com to arrive no later than **Friday 18th March**.

We regret that due to volume, only shortlisted applicants will be contacted. If you do not hear from us within 10 days of submitting your application please assume that you have been unsuccessful on this occasion.

ArchitecturePLB is an equal opportunities employer and is committed to creating a diverse and inclusive workforce which is representative of our studio communities.

No agencies please.