



JOB DESCRIPTION

POSITION: Bid Support Analyst (Administrative)
DEPARTMENT: Sales
REPORTS TO: National Accounts Manager
CLASSIFICATION: Non-Exempt
APPROVED BY: Chief Operating Officer
APPROVED DATE: 8/24/17

Summary

Under the direction of the National Accounts Manager, this position will handle all aspects of the bidding process from the initial contact through award/contract signing. Responsibilities also include developing competitive pricing and technical proposals associated with a bid to allow the best possible change of success. Will also conduct research and develop potential leads for sales markets.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform financial research and industry trend analysis gained from quarterly reports, agency budgets, industry publications, etc.
- Populate and maintain databases
- Report/present research findings
- Collaborate with and assist coworkers in evaluating and analyzing metrics
- Other research and data management as required
- Develop working relationships with vendors and /or ancillary service providers and other internal parties to ensure seamless delivery of equipment and supplies
- Develop and maintain documentation of process flows and standard operating procedures
- Participate in internal communications on standard processes and reporting
- Participates in training, as required
- Support day-to-day aspects of local and National RFX (Request for Quote – RFQ, Request for Proposals - RFP, Request for Bid - RFB)
- Support complex RFX (process across internal functional business units and with customers as well as suppliers to the successful completion or award of business.)
- Prepare, analyze and negotiate supplier bid responses to achieve cost savings and maximize profit.
- Work with National Accounts and Local Sales to produce price element of a bid.

- Use customers' bid tools to submit proposals and quotes as required.
- Utilize internal tools/reports for bid and price analyses.
- Additional special projects that may be assigned.

Competencies

- Customer Focus
- Organizational Skills
- Time Management
- Communication Proficiency
- Technical Capacity
- Initiative
- Business Acumen

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a large room with own cubicle space. This role routinely uses standard office equipment such as computers, telephone, headset and photocopiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is regularly required to stand or sit and move about the facility.

Position Type/Expected Hours of Work

This is a full-time position, Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional early or late hours may be required as job duties demand.

Required Education and Experience

- Associates degree in business or related field. Bachelor's degree preferred
- 1+ year in an office setting, preferably sales support, purchasing and/or sourcing experience.

Abilities:

- Strong analytical and problem-solving skills
- Strong time management skills
- Strong communication skills both verbal and written
- Ability to present information and data in clear and concise terms
- Intermediate level math skills required
- Assertive and tactful in motivating bid team members to produce a successful submission
- Ability to read and interpret instructions carefully
- Multi-task and prioritize under pressure and meet deadlines
- Detailed oriented and organized
- Motivated self-starter/ Assertive team player
- High ethical standards, especially in supplier dealings
- Intermediate or advanced computer skills in Microsoft suites
- Willingness to learn/ Positive attitude

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____