

ADEPT

CIVIL AND STRUCTURAL CONSULTING ENGINEERS



RECRUITMENT BRIEF BID & CONTENT COORDINATOR LEEDS



This is an exciting opportunity to join a dynamic, strongly established civil and structural engineering consultancy with an excellent reputation for the delivery of complex and specialist projects.

Founded in January 2007 by business partners Erol Erturan, Richard Parker and Matthew Ramsden. Neil Brown joined the company as a Director in 2019.

We have a 'hands-on' Director led approach to carefully manage progress on every job and collaboratively develop solutions with the team which **maximises value**.

We are customer focused and know how to **listen** well and collaborate with clients, stakeholders and third parties, which is why **80% of our work is generated from repeat business**.

Highly responsive, we employ the best staff who work collaboratively to Engineer Better Together using the latest technology to deliver innovative best value civil and structural solutions on time.

Our expert teams focus on delivering high quality customer services and high value returns from our offices in Leeds, Sheffield, Manchester and London.

Our Sectors:

- **Commercial**
- **Distribution**
- **Education**
- **Energy**
- **Extra Care**
- **Food Processing**
- **Healthcare**
- **Hotel & Leisure**
- **Listed buildings**
- **Residential**
- **Retail**
- **Warehousing**



The Opportunity

We are seeking a **Bid and Content Coordinator** to bring creativity thinking and passion in raising the brand and profile of Adept Consulting Engineers and contribute to the development of bids. The purpose of the role is to grow the business by effectively coordinating business development activities, administering tender processes, preparing bid responses and producing marketing content. As Bid and Content Coordinator you will also manage communications with many internal and external stakeholders.

KEY RESPONSIBILITIES

- Effectively coordinating bid opportunities for current and new clients.
- Contributing to and participating in the development of the bids with senior staff.
- Preparation and design of marketing materials/ content.
- Maintaining digital marketing channels and publishing content.
- Facilitate creating marketing content including both graphical and copy for capability brochures, CVs, newsletters, website and social media.
- Ensure adherence to the corporate brand and quality standards.
- Organising business engagement events and liaising with external clients to arrange meetings.
- Attending and overseeing marketing meetings, bid strategy meetings and planning meetings.
- Undertake administrative tasks to ensure the functionality and coordination of activities.
- Occasionally assisting with administration of the office as and when required.

SKILLS

- Ideally you will be qualified to degree level in a relevant discipline with some experience in marketing/bid processes
- Experience of using design software, including Adobe Indesign
- Excellent IT skills and proficient with Microsoft Office - Outlook, PowerPoint, Word, Excel
- Accuracy and attention to detail with editing and proofing ability
- Excellent communication and interpersonal skills
- Deadline driven with effective time management skills
- Well organised with ability to multitask and prioritise workload
- Experience of using a Content Management System for website management is desirable
- Experience of working in the engineering sector is desirable but not essential
- Willingness to learn new skills and contribute to a vibrant office





Why consider this opportunity?

Our Leeds office is a high quality office space in a restored mill situated on the historical Farsley Town Street.

This is an exciting opportunity to join a forward thinking company. We are offering a competitive salary which is dependent on experience.

We are also offering a range of benefits inclusive of

- 22 days annual leave (in addition to bank holidays),
- Contributory pension,
- Electric vehicle scheme
- Cycle-to-work scheme
- Monthly gym membership contribution,
- Healthcare scheme,
- Free on site parking,
- Paid professional membership fees,
- Tailored training opportunities ,
- A discretionary profit and performance related annual bonus up to one month's salary,
- £100 birthday bonus

The successful candidate will be working with a highly motivated and committed team who successfully deliver an interesting and broad range of civil and structural engineering projects, within sectors such as healthcare, education and residential.

Our office is a friendly and supportive working environment. We genuinely believe in the benefits of providing a pleasant working environment where staff are respected, informed and given opportunities to better themselves.

We have a Social Committee who organise and run regular social events every year. Previous events included an American pool tournament, bowling tournament, a Krypton Factor Challenge, virtual golf tournament, a casino night out and monthly sponsored pub outings.

Culture & Social Value

We know that a happy workforce leads to increased moral, productivity and efficiency.

CULTURE AND TEAM

Our culture is based on being entirely staff and customer focused. We invest in tailor made training programmes (apprenticeship schemes, degrees, software and technical training and sales and management training) for our staff, to help them develop and progress in their career. Our staff have a wealth of experience, talent, skills and industry knowledge.

Our staff have taken part in a number of charitable events over the years, to raise money for different charities including Action Medical Research and Barnados:

- Yorkshire 3 Peaks
- York Cycling 100km Route
- Windermere 20 Challenge

A number of staff also provide 'volunteering days' to Lineham Farm Children's Centre in Leeds (who aim to enhance the lives of local children by organising respite breaks and holidays) to help out with improvements to the facilities. All Adept staff are provided with two days paid volunteering leave per annum.

Adept promotes social responsibility, growing our own talent, and promoting engineering and construction to young people.

APPRENTICESHIP SCHEME

Adept runs a successful Apprenticeship programme, employing students from Leeds College of Building and Barnsley College. Every year new apprentices are recruited and developed, enabling them to learn and thrive.

We are proud of our ability to support the engineers of tomorrow and have employed at least one apprentice every year since 2008.

Nine members of our team have come through this route, and we continue to support Higher Apprenticeships to degree level. Our very first apprentice is now a senior engineer, having graduated from a university degree funded by Adept, and is now running his own complex scheme. A number of other Adept apprentices are currently studying at university.

EXECUTIVE TRAINING

Management training is offered through a number of professional organisations and business mentors who we have developed strong relationships with over the years. We draw upon their qualified experience to reflect on our methods and guide our business development strategy forward.

Our continued involvement with the Goldmans Sachs 10KSB scheme, gives access to a variety of leadership level training and development courses.



Our Business Values

Adept is a technology led organisation built around collaborative values.

We work to Engineer Better Together using BIM.





Build your future and become a part of our success

INTERESTED?

If you are interested in this opportunity and would like to discuss it further, please contact the office:

t: 0113 239 4518

e: jobs@adeptcsce.com

Adept is an Equal Opportunities Employer



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