



Stepnell is seeking a dynamic and detail-oriented Bid Writer to join our team. This is a fantastic opportunity for a motivated individual to play a crucial role in work-winning. Reporting to and working alongside the Preconstruction Manager, the successful candidate will provide leadership and support in producing proposals, PQQs, and bids.

Key Responsibilities:

- Produce pre-qualification and expression of interest submissions.
- Review bid requirements, identify deliverables, and prepare question reviews with the team.
- Collaborate with the Marketing and Business Development teams to ensure high-quality bid submissions.
- Develop bid responses, edit contributions, and create compelling proposal documents.
- Register and upload tender documentation to the Stepnell portal.
- Coordinate and monitor tender responsibility matrices to ensure timely responses.
- Produce bid-specific case studies, CVs, and tender presentations.
- Research and engage with clients and consultants to support work-winning efforts.
- Prepare and produce presentation materials for business development meetings.
- Maintain a library of project case studies, company brochures, and standard bid responses.
- Work with the Marketing team to enhance bid layouts, templates, branding, and graphics.
- Assist in content generation for press releases, marketing collateral, website, and social media.
- Liaise with other Stepnell offices to gain insights for proposals.
- Establish key regional contacts for bid production support.
- Maintain corporate CVs, organisational charts, and business documentation.
- Contribute to the Group Bids Forum and support regional communication efforts.
- Attend handover meetings to relay key bid information to the Construction team.
- Visit project sites to gather valuable insights for case studies and future bids.
- Ensure feedback from construction teams and clients informs bid improvements.
- Monitor and update Customer Feedback KPIs for project wins.

The ideal candidate:

- Excellent verbal, written, and numerical skills
- Strong IT skills, including MS Word, Excel, PowerPoint, Adobe Acrobat, InDesign, and Photoshop.
- Ability to manage multiple bids and meet strict deadlines.
- Strong attention to detail and organisational skills.
- A proactive and collaborative approach to work.



COMPLETE CONSTRUCTION PARTNER

Why Stepnell

At our core, we are committed to inspiring, nurturing, and investing in our people, ensuring that their careers are both fulfilling and rewarding. As proud holders of Investors in People Gold accreditation, we recognise that our employees are the driving force behind our success. We value everyone's contribution and curiosity rules within our teamship philosophy. We aim to empower our people to make a difference and drive positive change across our business and services.

To show our appreciation, we offer generous and competitive benefits including, an enhanced pension scheme with a Stepnell contribution of 7% to help secure your financial future, annual leave that increases with service and the flexibility to purchase more, a market leading employee referral scheme, and for eligible roles comprehensive health coverage, adjustable start and finish times and a car allowance or company car.

Join us in a collaborative and inclusive environment where your well-being is our priority, and your contributions are truly valued.

About Us

We are a family-run business with a history of more than 155 years, we are stable and reliable, making long-term decisions in the best interest of our people and customers. Our unique and growing capabilities span construction, property development, energy, joinery, and concrete repairs, enabling us to meet the diverse needs of our customers. With six regional offices in Nottingham, Rugby, Wantage, Bristol, Southampton, and Poole, across 3 business units, our geographical reach allows us to maintain high levels of repeat business, currently representing 75% of our turnover.