



Glanua



#JOB-2430785



Bishops Stortford, CM 22, United Kingdom,



No of positions : 1



Paid Position



39 hours per week



Negotiable



17/02/2026



17/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@glanua.com



Open your camera
app & point here
to view this ad
online



Construction - Bid Co-Ordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The main duties and responsibilities of the Bid Coordinator are outlined as follows:

Tender Coordination

Coordinate the full bid process from initial release through to final submission, ensuring compliance with client instructions and internal governance.

Maintain tender trackers, programme deadlines and responsibility matrices, ensuring all contributors adhere to required timelines.

AI and CRM Platform Management

Manage all bid related activity within Microsoft Dynamics, ensuring accurate creation of opportunities, status updates, data entry, workflow approvals and audit records.

Use AI platforms to support content preparation, document organisation and knowledge management while maintaining accuracy and data integrity.

Ensure all administrative requirements tied to these systems are completed in line with Glanua procedures and support continuous improvement in digital tendering processes.

Document Management and Quality Control

Lead the collation, formatting and consolidation of technical, commercial and corporate documentation for tender submissions.

Conduct compliance, accuracy and quality checks across all documentation to maintain the highest standard of submission.

Internal Collaboration

Work closely with estimators, planners, procurement teams and design disciplines to gather required content and verify submission inputs.

Support governance activities including tender kick off meetings, mid tender reviews and price fix reviews.

Template and Process Development

Maintain and improve bid templates, content libraries and document structures to promote consistency across all submissions.

- Support development of internal bid governance processes, including version control, naming conventions and workflow approvals.

6. Client Interface Support

- Assist with preparation of clarifications, tender queries, formal responses and other correspondence during the tender period.
- Support the development of presentation materials and documentation for client interviews and post tender discussions.

7. Market and Sector Awareness

- Maintain awareness of submission requirements for Uisce Éireann, Thames Water and other UK water utilities.
- Apply this understanding to enhance the clarity, structure and competitiveness of Glanua submissions.

8. Administration and Compliance

- Ensure that all tender documentation is stored correctly within Glanua's Common Data Environment and CRM system.
- Maintain accurate audit trails, approval records and document histories to support corporate governance and reporting.

Knowledge, Skills and Experience:

The main knowledge, skills and experience required of the Bid Coordinator are outlined as follows:

1. Experience

- 5 to 10 years of experience in civil estimating in the water, wastewater or wider infrastructure sectors.

Experience preparing civil engineering estimates for treatment plants, pipelines, earthworks or similar construction projects.

- **Sector:** construction

Career Level

- Not Required