**Bid Writer and Coordinator**

Client-facing consulting role

Diverse clients and landmark projects

Dynamic team with opportunity for development

If you thrive in a demanding, fast-paced and varied bid coordinator role, you will love working with Aurora Marketing.

Is this you?

\* Bid writer and coordinator with 2-3 years of experience

\* Ready for the next step in your career

\* Want to work on a broad range of interesting and landmark projects

\* Want to work with a dynamic team that values and respects marketing and bid management

If so, pivot to our direction and become a client-facing consultant and advisor within our team.

We are the market leader in bid management consulting, helping clients with tenders, bids, proposals and submissions, as well as other complex documentation such as capability statements, information memoranda, award submissions and grant applications. Being an expert in this field fuses together expertise in marketing strategy, buyer behaviour, relationship management, sales communications, storytelling and innovation. The work is strategic, technical and creative, and demands a sharp intellect and a client-focussed attitude.  
  
Our client base is deep and broad, from top-tier blue-chip companies to start-ups and niche operators across almost every sector. Likewise, our projects are extremely diverse, but we are particularly renowned for our work in major and mega projects in construction, infrastructure and defence. In a single week, our team members might find themselves working on a tender relating to emergency helicopter services, sales collateral for a high tech start up, and an information memorandum for an agricultural fund, and so much more.

You'll need to share our core values of reliability, quality, passion, persistence and tenacity, and you'll need a 'can do', 'whatever it takes', 'I've got this' attitude. We are looking for hard working, dedicated, 'boots and all' people who love a challenge and love to succeed.

Ideally, you'll have:

* Qualifications in business, marketing or communications
* Experience in bid writing and coordination
* A client-centred service delivery attitude
* A driven work ethic and a passion to succeed
* Excellent organisational and time management skills
* Exceptional attention to detail and excellent communication skills
* Competent Microsoft Office capabilities, particularly with Word and Powerpoint.

You’ll enjoy:

* A team that respects and values the contribution of bid professionals
* An attractive remuneration package, in accordance with level of experience and including an ‘Above & Beyond' rewards program for exceptional performance
* Excellent professional development opportunities including extensive coaching, mentoring and training
* A team that encourages excellence and achievement.

If interested, please send your application and CV to hr@auroramarketing.com.au.

**Salary:**

$65K - $80K

**Location:**

Multiple roles available: Sydney, Perth, Canberra, Adelaide