Date: 28 December 2021

Job title: Bid and Marketing Co-ordinator

Location: Sydney, NSW

Currie & Brown is looking for bid and marketing co-ordinator for our Sydney office. The role will

support the office bid and marketing needs. The role requires collaboration with both the business development and marketing functions as well as service delivery and business system teams.

Responsibilities will include:

Bid management

* Searching/filtering, downloading and disseminating bid and opportunity documents and collateral, including from online portals, panels, etc
* Co-ordinating completion of responses to tenders and uploading and submitting to various portals as required
* Attending fortnightly business development meetings
* Contributing to the central knowledge management repository (identifying relevant material and maintaining records)
* Managing and maintaining resources including a ‘business development tracker’, bid and opportunity database and client databases
* Co-ordinating production of monthly bid/win reports

Marketing

* Ensuring compliance with brand guidelines and style guide
* Providing marketing and events support as required
* Preparing quarterly marketing report
* Updating and managing marketing resources and collateral

Business systems

* Co-ordinating completion and reporting of monthly QSM activity
* Ensuring compliance with QSE

Requirements:

* Educated to degree level, or equivalent experience gained in relevant field
* Excellent attention to detail
* Highly proficient in written English
* APMP Foundation certification desirable

Currie & Brown is one of the world’s leading physical assets management and construction consultancies, dedicated to advising clients in respect of the management and utilisation of their physical assets, and is differentiated by innovation, expertise and experience.

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