

Role Profile: Bid Writer
Department: Business Development
Reports To: Bid Director
Location: Head Office - Cramlington
Contract Type: Permanent
Salary: Competitive

Role Purpose:

The Bid Writer plays a key role in supporting the growth of the business by producing compelling, technically accurate, and client-focused written content for pre-qualification questionnaires (PQQs), invitations to tender (ITTs), and capability submissions. This role requires close collaboration with design, planning, commercial, and delivery teams to ensure high-quality bid responses that reflect our expertise and strengths across projects.

Key Responsibilities:

- ✔ Draft high-quality, persuasive written content for PQQs, tenders, and framework submissions within the construction/manufacturing sector.
- ✔ Interpret client requirements from tender documentation and structure written responses accordingly.
- ✔ Work with technical teams (e.g., planners, engineers, project managers) to gather relevant project experience, methodologies, and innovations.
- ✔ Tailor standard responses to reflect project-specific requirements, client priorities, and key differentiators.
- ✔ Attend bid strategy meetings, review sessions, and contribute to the development of win themes and value propositions.
- ✔ Coordinate and track multiple tender submissions to ensure deadlines are met.
- ✔ Maintain and update a library of pre-written responses, case studies, and company credentials.
- ✔ Conduct quality assurance checks, ensuring consistency, compliance, and alignment with client expectations and brand tone.
- ✔ Support continuous improvement of bid writing practices and processes.

Person Specification:

Essential:

- ✔ Previous experience in a bid writing role within the construction and/or manufacturing industry.
- ✔ Strong technical writing ability and a proven track record of successful submissions.
- ✔ Familiarity with construction terminology, procurement processes, and framework agreements.
- ✔ Excellent command of written English, with the ability to present complex information clearly and concisely.
- ✔ Strong organisational skills and ability to manage multiple projects under tight deadlines.
- ✔ Proficiency in Microsoft Office (Word, Excel, PowerPoint) and document formatting.



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Desirable:

- ✓ Understanding of key industry accreditations,
- ✓ Experience working with design and build, modular construction, or offsite manufacturing projects.

Key Competencies:

- ✓ Technical and Commercial Awareness
- ✓ Written Communication and Editing
- ✓ Collaboration and Stakeholder Engagement
- ✓ Deadline and Time Management
- ✓ Attention to Detail
- ✓ Strategic Thinking and Client Focus



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