



DOUBLE AWARD WINNING CYBER SECURITY AND DATA CENTRE PROVIDER

MTI.COM

Position: Bid Administrator

Team: Bid Management, reporting to Head of Bid Management

Location: London, York or Home Based

The Role

Responsible for managing and responding to bid support requests from internal and external stakeholders, managing emails to the bid@mti.com inbox, including tender notices and tracker feeds, and general bid queries. Updating and maintaining internal systems for tracking bid progress, MI reports and bid content library.

Key Areas of Responsibility

- ❑ Manage all tender portal and tracker registration and access.
- ❑ Receive, process, record and track all daily incoming/outgoing tender opportunities.
- ❑ Review/filter daily tender alerts and distribute notices to the relevant sales lead.
- ❑ Monitor and record all responses to tender alerts, keeping MTI's internal tender tracking system up to date.
- ❑ File and maintain the structure of the tender inbox, company information and general bid directory.
- ❑ Assist with maintaining/updating content in the company's bid response library.
- ❑ Organise relevant bid meetings (e.g. qualification)
- ❑ Assist with populating customer pre-qualification/selection questionnaires and request for quotes, responding within customer deadlines and ensuring MTI governance is followed.
- ❑ Support with populating standard bid content, formatting and quality control activities.
- ❑ Assist with the administrative elements of managing the public sector frameworks MTI is on
- ❑ Any other duties as reasonably required by the Head of Bid Management



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Role Requirements

- ❑ Bid Administration experience or within a similar administrative role.
- ❑ Ability to work as a team member and on own initiative when required.
- ❑ Strong experience using Microsoft applications including Outlook, Word, Excel, SharePoint.
- ❑ Excellent organisational and time management skills.
- ❑ Experience working in fast-paced environment and managing multiple activities concurrently.
- ❑ Excellent communication/interpersonal skills.

Desirable Requirements

- ❑ Experience of working previously within similar ICT sectors/organisations
- ❑ Knowledge of a bid or business development environment
- ❑ Good written English with an excellent eye for detail

Benefits

- ❑ Competitive Salary
- ❑ 25 days holiday (rising to 27 days with service) plus bank holidays
- ❑ Pension scheme
- ❑ Private Healthcare
- ❑ Life Assurance
- ❑ EAP programme
- ❑ Cycle to Work Scheme
- ❑ Hybrid working arrangement



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About MTI

MTI Technology are the data centre modernisation and cyber security specialist arm of the Ricoh family. For over 30 years, we've modernised the IT infrastructure and secured the data of leading commercial and public sector organisations across UK, France, and Germany, delivering tailored services and solutions to our customers. Our mission is to empower and deliver the ultimate protection and performance across our customers' infrastructure, simplifying the management and minimising disruption against modern cyber threats.

Please submit your CV to careers@mti.com, stating the job position in the subject line.