



## Bid Coordinator

As winner of the 2024 and 2023 Defence Innovator of the Year, our values of integrity, innovation, professionalism and passion are at the front of everything we do. Our vision is to be a world leader in defence innovation through developing and delivering innovative defence technologies to military and law enforcement communities around the world.

DefendTex are seeking an energetic and enthusiastic Bid Coordinator to join the team and bring a wealth of experience in the coordination and production of bids and proposal responses. The successful candidate will be responsible for supporting the preparation and submission of high-quality tenders and proposals. This role also assists with developing multi-media content for business development to support the overall growth strategy.

### About this role

- Assist in the development and delivery of proposals, bids, tenders, submissions
- Assist in drafting, editing and formatting tender documents including preparation of written and graphic/visual content, ensuring submissions meet company guidelines and submission requirements.
- Liaising with internal stakeholders, such as program managers and engineers, to obtain necessary information for bids
- Incorporate graphics, diagrams, and illustrations into documentation using tools like Visio, Adobe Suite, and Canva.
- Coordinate and draft bid content for review and edit
- Search for bid opportunities for DefendTex
- Develop and manage knowledge base system
- Support the bid search and qualification of new opportunities
- Coordinate proposal input from stakeholders and consolidate contributions to the required format
- Track progress of work and escalate issues/areas of risk and participate in tender debriefs
- Monitor and enforce timelines, ensuring all submissions are completed on time.
- Maintain document management and change control practice.
- Ensure proposals are compliant and adhere to branding and quality standards
- Coordinate some legal contracting activities and documentation and maintain associated records
- Maintain knowledge base system
- Liaise with Subject Matter Experts for input to bids and proposals
- Partner closely and build foster collaborative working relationships with all teams
- Participate in post-tender review, identifying areas for improvement and implementing best practices for future tenders.

### About you:

- Formal qualifications in business administration, marketing or communication or similar advantageous
- Previous experience in bid coordination or a similar role, ideally within the Defence industry
- Proven skills in bid coordination and preparation within a technical environment or willingness to learn
- Excellent business writing skills and ability to produce high standard of work
- Intermediate to advanced skills in multi-media including Microsoft products and the Adobe Creative Suite including InDesign, Photoshop and Illustrator
- Some exposure to business marketing activities, digital marketing tools and brand management.
- A creative approach to producing engaging content.
- High level proficiency in database management
- Professional understanding of templates, macros and styles
- High attention to detail and ability to work under pressure and meet tight deadlines
- Strong written and verbal communication skills, with the ability to convey complex information clearly
- Ability to build internal and external relationships
- Strong organisational and time management, with the ability to manage multiple deadlines simultaneously.
- Teamwork and collaboration
- Be open to feedback and value continuous improvement
- Australian Citizenship - must be eligible for the Australian Government BASELINE security check
- Not be a prohibited person under Section 3 of the Firearms Act 1996 (Victoria)

A dynamic, agile and enthusiastic applicant who operates well in a multidisciplinary team environment will suit this role.

As a Defence security clearance is required for this role, applicants must be Australian citizens and eligible to obtain and maintain a Baseline clearance. To learn more about clearances please visit – <http://www.defence.gov.au/AGSVA>

**Why us?:**

- Competitive remuneration
- Exciting projects and industry leading innovations
- Professional learning and development opportunities
- Working in a dynamic team environment with talented engineers to develop innovative, novel applications for defence
- Opportunity to work collaboratively with external research organisations and institutions

We are committed to ensuring diversity, inclusion and equality are embedded throughout our organisation for the benefit of our customers and our employees. We strive for a positive and engaging workplace where mental health and wellbeing are supported. We welcome applicants from all diverse backgrounds, including veterans and Aboriginal and Torres Strait Islander people.

If you are looking for a unique and exciting opportunity, we look forward to your application.

**Interested?**

If this sounds like you, are you're interested in applying for this exciting role, please send your CV and Cover Letter to our Head of People and Culture, Lauren McCleery at [lauren.mccleery@defendtex.com](mailto:lauren.mccleery@defendtex.com)