



## Bid Coordinator

DefendTex is an Australian owned Defence company with a strong focus on innovation, research and technology development. DefendTex services military and law enforcement communities around the world. At DefendTex, we value integrity, innovation, professionalism and passion. Our vision is to be a world leader in defence innovation.

DefendTex are seeking an experienced Bid Coordinator to join the team and bring a wealth of experience in the coordination and production of bids and proposal responses.

### About this role

- Assist in the development and delivery of proposals, bids, tenders, submissions
- Coordinate 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
- Draft, review and edit bid submission content
- Track progress of work and escalate issues/areas of risk and participate in tender debriefs
- Maintain document management and change control practice.
- Ensure proposals are compliant and adhere to branding and quality standards
- Maintain knowledge base system
- Liaise with Subject Matter Experts for input to bids and proposals

### About you:

#### Essential:

- Proven skills in bid coordination and preparation within a technical environment
- Excellent business writing skills and ability to produce high standard of work
- Advanced level MS Office skills
- High level proficiency in database management
- Professional understanding of templates, macros and styles
- Ability to work under pressure and meet tight deadlines
- Attention to detail
- Ability to build internal and external relationships
- Effective time management/prioritisation/organisation
- Teamwork and collaboration
- Commercial acumen
- Be open to critical 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)
- DefendTex is an Authorised Provider under Manufacturing. This role is required onsite and thus you will be required under the Victorian Government mandate to provide proof of vaccination in accordance with the mandate.

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

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 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)