



Castle Water is seeking to appoint a **Bid Writer** to join our thriving Sales team to contribute to our continued growth and success.

Castle Water is one of the fastest growing and most successful companies in the utilities sector. We are a disruptive new entrant and the largest independent water retailer in the market. The business water market is worth c. £3 billion per annum, our market share is c. 20%.

Our head office is based in Blairgowrie, Perthshire, recently voted the No. 1 Most Welcoming Region on Earth and Blairgowrie & Rattray as the No. 1 Location in Scotland for Wellbeing, and the overall No 2 place to live in the whole of Scotland.

Our Bid Writer salary range is from £30,000.00 to £40,000.00 per annum, and we offer a hybrid working model where most roles can be undertaken through a combination of home and office working.

We can promise you a hardworking and lively environment which will equip you with skills that could be used across many areas of the business. You can expect to be part of a collegial and supportive team, with a strong emphasis on knowledge-sharing, continuous learning, mutual respect, and personal development. We will ask a lot of you, and in return, opportunities for advancement in our company are available for those who put in the effort. We value our people and love to watch them develop and advance in their careers with us.

When we offer you a post, we will help and support you in your work, but be prepared to learn through doing the role as much as undergoing formal training. These posts are for applicants with confidence and initiative as well as the maturity required to take responsibility and make decisions and be.

Overview

The Bid Writer will play a critical part in managing the bid process for new business and retention opportunities in collaboration with the wider Sales team. The Bid Writer will play a crucial role in the process working to analyse customer requirements to create proposals that illustrate Castle Water's offering and value proposition.

The Bid Writer will work closely with the Business Development Executives, Pricing Analysts and Account Managers in the Sales team and wider Commercial department.

Responsibilities

- Coordinate and manage the tender process from bid receipt to submission.
- Formulate high quality written responses to formal tender enquiries in an efficient, timely and professional manner.
- Establish key bid requirements and agree bid timelines with Sales management team.
- Establish and develop win differentials for each opportunity and ensure this is illustrated in the proposal.
- Craft persuasive and well-structured proposals that highlight the company's strengths and value proposition for Public and Private Sector bids.



- Formulate and implement new ideas on how to further-develop existing proposal material.
- Work with wider team to write and develop case studies to strengthen tender submissions.
- Develop and update a library of standard content, templates and case studies for use in bids.
- Ensure all bid documents are of the highest quality, free of errors and comply with all requirements.

Job specific/technical requirements

- Extensive experience writing for Public Sector and Private Sector bids. Utilities experience useful but not essential.
- Persuasive writing expert.
- Excellent written and oral communication skills.
- Proficient on Microsoft Office Suite including Word, Excel, and PowerPoint.
- Superb organisational skills.
- Ability to strategically approach projects.
- Ability to work independently with a highly motivated positive attitude.

About the Company

Castle Water is one of the fastest growing and most successful companies in the utilities sector. Our customers include some of the largest companies and public sector bodies in the UK.

Castle Water aims to deliver the best customer service in the sector. Creating positive interactions in the workplace and between our employees and our customers will help ensure our company continues to draw new and retain existing customers. Not only have we just achieved our 20,000th 5* Trust Pilot review, but we are also winners of the recent Customer Service Excellence Award for the Perthshire Chamber of Commerce Business Star Awards.

Castle Water has a track record of providing excellent customer service, and of developing innovative approaches to utility supply. We have more 5* reviews on Trustpilot than all other water retailers combined. We pride ourselves on being transparent and treating customers fairly.

Our head office is based in Blairgowrie, Perthshire, within easy commuting distance of both Perth and Dundee. We are embedded in the local community and participate in many local events and activities. We also have offices in Ayr, Ayrshire, and in Brentford, London.