

Job Title: Bid Assistant – Marketing
Reports to: Marketing Manager
Job Purpose: We require a Bid Assistant in our Delhi office to support our global team.

Eckersley O'Callaghan is one of the most innovative engineering design firms in the world, with a global reputation cultivated through a commitment to research and creative thinking. We enjoy working with a range of materials, forms and building types across diverse sectors and project scales to deliver imaginative solutions. Our multiple award-winning collaborations with forward-thinking architects such as Foster + Partners, Zaha Hadid Architects and Heatherwick Studio, for clients that include Apple, Google, Vitsoe and Bulgari, have placed us at the forefront of design in structures and facades. Our commitment to sustainability, digital design, and continuous research and development remains at the core of our approach.

We offer a stimulating work environment with enthusiastic, intelligent, hard-working colleagues, and support personal development through training and project opportunities. Our principal office is in London, with other offices in Manchester, Paris, Milan, New York, Los Angeles, San Francisco, Delhi, Hong Kong, Shanghai and Sydney.

KEY RESPONSIBILITIES

- Assist with bid document production, ensuring they are well organised, accurately formatted and aligned with company brand standards
- Assist with the preparation and submission of tender documents such as PQQs ITTs, RFIs, RFPs, EOIs and competitions
- Assist in creating and updating staff CVs, project profiles, and general bid content
- Support in maintaining and updating internal systems such as the bid and knowledge library and PQQ database
- Support the preparation and formatting of bid and marketing documents using Adobe InDesign and Microsoft Office
- Assist where necessary in the creation of marketing copy
- Work collaboratively with the bid coordinator, technical staff, and international offices to gather information and produce winning submissions.
- Recording tender opportunities promoted on tender portals

DESCRIPTION

We are looking for people with the following:

- A degree in or equivalent professional experience in marketing would be advantageous but not essential
- 1-2 years' experience helping to support and maintain a brand working in a professional environment is preferable but not a requirement
- A creative eye and ideally some experience of graphic design
- Proficient user of Microsoft Office is required
- Proficient user of InDesign is desirable
- Strong written and verbal communication in English and experience working with content in multiple mediums
- Ability to produce and edit written copy

PREFERRED ATTRIBUTES

- excellent attention to detail
- be self-motivated and take initiative
- be an excellent communicator
- be well organised and methodical, with a keen eye for detail
- work collaboratively in a team and with a wide range of people

- deliver effective and timely work within agreed timeframes
- be well presented with a professional manner
- have a good business awareness

WE OFFER

- An inclusive workplace that values diversity, collaboration, and professional excellence
- Opportunities for continuing professional development and mentoring
- Access to research, innovation, and company R+D initiatives
- Collaboration opportunities with our international offices
- World-class projects with respected architects and collaborators
- A supportive environment that encourages career growth at all stages

Please email your CV and a covering letter with subject line '**EOC-IN-BID**' to: recruitment@eocengineers.com