

Job Description: Bid Designer



Function:	CS Sales
Position:	Bid Designer
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	CS Europe Business Development Director
Additional reporting line to:	Senior Bid Designer, Global Strategic Accounts
Position location:	UK.

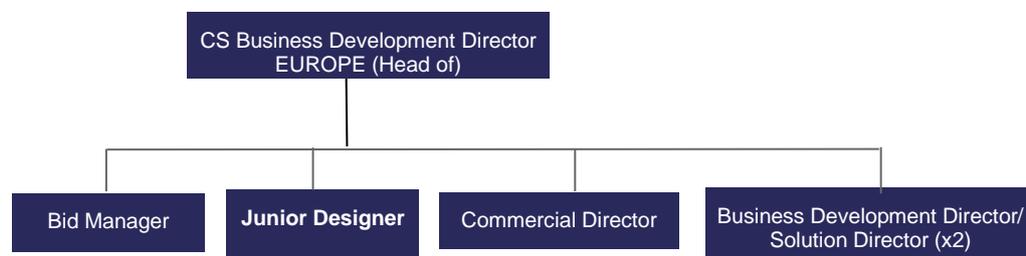
1. Purpose of the Job – State concisely the aim of the job.

- Creation of high impact graphics and proposal images that contribute towards producing a winning proposal
- Work as an integral part of the bid/proposal team to ensure all customer facing documentation/media is of the highest visual impact.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue: €550 m	EBIT growth:	tbc	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	EBIT margin:	tbc		Outsourcing growth rate:	n/a	HR in Region	tbc
	Net income growth:	tbc					
	Cash conversion:	tbc					
Characteristics	<ul style="list-style-type: none"> ▪ 1 FTE ▪ Global Grade I1 ▪ International and/or multi country/regional experience ▪ Higher volume of relationship management and at higher levels within the organisation to work effectively across borders ▪ Management of Sodexo across geographies 						

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



Note:

- Bid Manager has a dotted line to Head of Bid Management, GSA*
- Junior Designer has a dotted line to Senior Bid Designer, GSA*
- Commercial Director has dotted line to COEU, CFO*

4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- The ability to visualize concepts and explain them to others
- Presenting work and articulating ideas to clients
- The ability to manage own time and (sometimes heavy) workloads on multiple projects at once

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- End to end bid documentation and supporting material production
- Ensure compliance with the required proposal deliverables
- Work within a range of branded document formats and presentation templates
- Work with subject matter experts to turn written, numerical and existing content into compelling graphical representations
- Work with a range of software and design tools to create graphical output that can be incorporated in tender documents and accompanying materials such as presentations, , brochures, documents wallets, delivery cartons, and occasionally videos/animations, websites, and other media as specified by the client
- Produce proposal graphics for use both in electronic and hard copy materials
- Precisely control and interpret information flow between team members

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Creating compelling designs, illustrations and graphics in a variety of formats, including but not limited to: high profile presentations, diagrams, maps, infographics, document design, exhibition materials and visual material
- Developing an “identity” for a bid and being responsible for ensuring brand presence across a variety of project types and media
- Providing graphic and production expertise to peers and colleagues and up-skilling colleagues within Strategic Accounts.
- Work in a deadline orientated environment without compromising creative design output or quality and accuracy

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Degree in creative/artistic discipline
- Fluent English, with other European language
- Desktop publishing software skills such as Photoshop, Illustrator, Acrobat, InDesign, and Microsoft Office (especially PowerPoint)
- Experience of collaborating with diverse, cross cultural and multi-disciplinary teams
- A track record of improving bids, thereby creating confidence amongst the sales force that you can be trusted and be treated as an equal member of the sales team.
- Proven skills in producing proposal content within a complex business environment
- Have strong attention to detail

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Customer Focus	■ Resourcefulness
■ Cultivates Innovation	■ Being Resilient
■ Collaboration	■ Communicates Effectively
■ Decision Quality	■ Optimises Work Processes