



# We're **hiring!**

Join our team



**Bid Writer**

Role: Bid Writer  
Reporting to: Managing Director  
Location: Homebased

### Role:

An exciting opportunity has arisen for the position of a Bid Writer to assist us with this growth and generate new business for the company within our Neurodiversity division.

To Health currently delivers a range of services and assessments to both the private and public sector and consumers. Those assessments include supporting employee's/clients with disability (neurodiversity) in the workplace and independent students and individuals.

- ❖ Writing new business tenders and proposals and liaising with clients throughout the tendering process
- ❖ Engaging with internal departments and collating their input to create new material which is coherent, compelling and well-structured
- ❖ Carrying out final document reviews
- ❖ Ensuring the timely submission of tenders and other proposals
- ❖ Support the sales process by dealing with inbound sales enquiries, over a specific value, generated via the company website and by telephone
- ❖ Managing tender clarification questions and messages via tender portals
- ❖ Working alongside colleagues from other PAM Divisions to support in the renewal of clients, as required

### About You:

- ❖ APMP desirable
- ❖ Good communication skills with ability to engage at a senior level with corporate clients
- ❖ Desire to establish one's self in an established and successful company
- ❖ Self-motivated with ability to work on one's own initiative in a fast-paced environment
- ❖ Proven skills in producing and editing proposal content within a complex business environment, alongside a natural drive to succeed and a winning mentality
- ❖ Excellent knowledge of Microsoft word and other Microsoft applications

### Employee Benefits:

- ❖ We pay your auto-enrolment pension contribution of 8%, you can also make enhanced contributions which are matched up to 5%
- ❖ You will have a life insurance scheme valued at 4 x your annual salary
- ❖ 33 days annual leave including bank holidays
- ❖ Health Cash Plan Scheme, which covers you for things like Opticians, Dental Treatment and even Physio if needed!
- ❖ Flexible Working Hours
- ❖ Access to a 24/7 EAP Counselling line and a 24/7 GP line
- ❖ Amazing discounts on things like food and drink, retail, and days out, all through our rewards scheme.
- ❖ Support with training and development

### Our Values:

At PAM we are passionate about people and delivering our Everyday Things That Matter Values and Behaviours to our customers and our colleagues. Our cultural philosophy is based on putting our people first, creating high performing teams who deliver great services for our clients.

We're looking for driven and ambitious professionals to join our team, who are just as passionate about our philosophy and values as we are:

If you're looking for your next career move and are wanting to work with a rewarding company, please get in touch with our Recruitment department for a confidential chat about joining the PAM Team. [Recruitment@pamgroup.co.uk](mailto:Recruitment@pamgroup.co.uk)

- ❖ Hard Work & Enthusiasm; we believe hard work should be rewarded, we go the extra mile to achieve our goals and support each other and enthusiasm and passion are part of our DNA.
- ❖ Teamwork & Friendship; our colleagues share a sense of belonging; we understand collaborative working means better decisions making and we support each other to achieve common goals.
- ❖ Loyalty & Improvement; we are dedicated to personal and professional development. Our PAM Academy mentors' colleagues and provides support to help you be the best you can through offering a wide range of CPD opportunities.

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