



SPEYHAWK LTD

<https://www.constructionrecruitment.com/job/junior-bid-co-ordinator-bid-coordinator-office-administrator-construction-jobs-hertfordshire/>

Junior Bid Co-ordinator Construction

Description

Junior Bid Co-ordinator – Construction – Hertfordshire

Up to £30,000 plus pension and annual bonus

Our client operates in the specialist field of fire protection and office interiors. As part of their planned expansion they are looking for a Bid Co-ordinator with prior construction experience ideally.

The position will include aiding all aspects of tender submissions and work force allocations upon commencement on site, working closely with the commercial team, contractors and their supply chain.

The main duties and responsibilities of the Bid Manager will include:

- Collating tender packs
- Resource Planning
- Value engineering (Materials)
- Working with commercial team to compile quotations
- Ordering and scheduling materials

This is an office-based position and would suit someone from a contracting environment that has experience of building projects/smaller works. If you feel you are commercial minded and feel you could apply yourself to this role, then please do not hesitate to contact us.

Please apply below or upload your CV through our website quoting the reference:
Junior Bid Co-ordinator JP1013

Hiring organization
Speyhawk Ltd

Employment Type
Full-time

Industry
Construction

Job Location
Stevenage, Hertfordshire, United Kingdom

Base Salary
£ 25000 - £ 30000

Date posted
12th January 2026

Valid through
22.02.2026