

Senior Bid Manager

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Company: HCLSoftware

Location: India

Category: other-general

Skill sets: Good verbal and written Communication skills. Project Management & Knowledge Management Skills. Knowledge of different tools used in presales cycle- Contracting Tool, CRM & Other Supply Chain tools. Knowledge of managing SharePoint would be an advantage. Detailed JD: The Bid Manager is a key global role sits at the heart of our Presales process. It is pivotal in ensuring we turn opportunities into deliverable signed contracts in a timely manner. The Bid Manager manages end-to-end process from opportunity being qualified by sales through to issue and receipt of signed contracts and purchase orders. Managing process flow of bid documents and communication with stakeholders including Sales/Account teams, Legal, Finance, HR, Compliance, QA, management, etc. Obtaining all relevant approvals to enable contracts to be issued including Finance, Legal, QA and, as necessary, HR, Compliance, Procurement. To get the Tender/RFP details of client from various available sources - government tender portals and private tender sites. On-time reporting of bid status and escalation of any issues in the bid proceedings. Coordinate, work closely with sales, solution, delivery, Finance, Legal and other teams to build effective ecosystem to deliver best in class deliverables in areas of proposals, RFP/RFI response, etc. Carry out win-loss debriefs for all submissions and file accordingly on the digital systems and platforms, as necessary. Uploading all contract documents into Contracting Tool and RFP Documents in Repository on SharePoint. On-time reporting of bid status and escalation of any issues in the bid proceedings. Good understanding of complete sales life cycle process, Creating/Tracking pipeline, account strategies are an added advantage. Liaising with other Larger HCL Services Operations

functions to exchange information and artefacts e.g., information required for RFP / RFI etc.
Excellent spoken and written communication skills, PowerPoint Skills, Problem solving.

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