

Bid Manager / Tender Writer

Bid management • Tender writing • Client delivery



The Opportunity

Kiwi Bid Support is looking for an experienced Bid Specialist to join our delivery team. With the support of the Service Delivery Lead, you will help clients plan, manage and write high-quality tender responses, working directly with them to turn complex information into clear, persuasive and compliant submissions.

Why We Are Hiring

KiwiBid continues to grow, with increasing demand from clients who need experienced, reliable tender support. We are expanding our Service Delivery team so we can maintain strong quality, responsive service and sustainable growth.

Who We Are

KiwiBid is a New Zealand bid and tender consultancy. We support organisations across construction, security, healthcare, technology, professional services and many other sectors to pursue government and commercial contracts.

The Role

As a Bid Specialist, you will take ownership of assigned bid projects from planning through to submission. You will work closely with clients and the wider KiwiBid delivery team to understand the opportunity, identify the strongest win themes, gather evidence and develop a response that is easy for evaluators to understand and score.

Depending on the project, you may lead the full tender process or contribute specialist writing and review support. You will be trusted to manage deadlines, communicate clearly and raise risks early. Support and escalation will be available from the KiwiBid Service Delivery Lead when needed.

Key Responsibilities

Bid planning and management: Review tender documents, build a practical response plan, coordinate inputs and keep the project moving against agreed milestones.

Tender and proposal writing: Draft clear, persuasive and evidence-led responses that answer the question, align with evaluation criteria and reflect the client's voice.

Client engagement: Lead or support client meetings, ask effective questions, manage expectations and create a positive, professional client experience.

Quality and compliance: Check accuracy, consistency, page limits, mandatory requirements and submission readiness, while following KiwiBid review and quality processes.

Continuous improvement: Capture reusable content, share lessons with the team and help improve KiwiBid templates, tools and delivery practices.

What Success Looks Like

You deliver accurate, compelling work on time; clients feel informed and supported; risks and gaps are identified early; and each submission is compliant, consistent and tailored to the opportunity. You contribute calmly under pressure and make it easier for clients and colleagues to do their best work.

Experience And Capabilities

- Demonstrated experience in bid management, tender writing, proposal development or a closely related field.
- Strong writing and editing skills, with the ability to simplify complex or technical information.
- Excellent communication skills and confidence working directly with senior client stakeholders.
- Sound project management, prioritisation and deadline-management skills.
- High attention to detail and a practical understanding of compliance-based evaluation.
- Confidence using Microsoft Word, PowerPoint and common collaboration or project-management platforms.
- A reliable home-office set-up and availability to support our New Zealand client base on projects required.

Preferred Experience

Experience with New Zealand government procurement, GETS opportunities or public-sector tenders is highly desirable. Sector experience in construction, security, healthcare, technology or professional services would also be useful, but strong bid capability and sound judgement are more important than a specific industry background.

How We Work

KiwiBid operates as a connected and supportive remotely based team. We value clear communication, accountability, practical thinking and doing the right thing for our clients. Consultants are expected to protect client confidentiality, use KiwiBid systems, processes and templates, record time accurately and work constructively through feedback and review.

What KiwiBid Offers

Flexible working Accept projects that suit your availability, capacity and experience.	Competitive rates Attractive hourly rates that recognise specialist bid expertise.
Varied client projects Work across different sectors, contract types and tender opportunities.	Supportive team environment Access practical guidance, templates, review support and experienced bid professionals.

Engagement Details

This is a contractor/freelance opportunity rather than a guaranteed-hours position. Projects are offered according to client demand, consultant availability and the experience required. Specific scope, deadlines, expected hours and rates will be agreed before each assignment begins.

Interested In Joining The Kiwi Bid Support Team?

Send us a short introduction, your CV and examples of relevant bid or tender experience.