



3 March 2025

Assistant Bids Coordinator

Surry Hills, Sydney NSW

Administrative Assistants (Administration & Office Support)

Part time

\$60,000 – \$80,000 per year

Fire Safety Engineers

Inclusive Accessibility Consultants

Building Code Consultants



THE COMPANY

DC Partnership has been in operation since 2010, with a mission to create a building regulatory engineering & consultancy firm that provides clear and succinct advice on building codes to the built environment. Our goal is to enable the design and development of not only compliant buildings, but also beautiful and efficient ones, ensuring that any compliance methodology adopted allows for innovative design and engineering.

Since our inception, we have collaborated with award-winning teams of architects, designers, contractors, engineers, and other consultants. We are grateful for our fantastic clients who continually engage our services and recognize the value we add through our collective skill sets. DC PARTNERSHIP is seeking an experienced, talented and self-motivated **Assistant Bid Co-Ordinator** to join our Sydney team.

We are a values-based company and 100% Australian owned and operated. This role is team part-time and is needed to assist in driving new business opportunities whilst also assisting our Business Development Manager with the current bid and submission process.

OUR VALUES

We take pride in our company culture and treat value alignment between the company and the individual very seriously.

Our core values comprise the following:

- Innovation
- Integrity
- Inclusivity
- Excellence
- Improvement

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THE ROLE

As the **Assistant Bid Co-Ordinator**, you will work closely with a team of highly skilled professionals and assist with the assessment and preparation of fee proposal / bids submissions for a diverse range of clients. You'll assist in securing real relationships with clients, gain an understanding of their needs and requirements which will allow for the development of value-driven bids that showcase the company's skillsets.

Key Responsibilities:

- **Bid / fee Coordination:** Manage and produce client-centered bids, tenders, proposals, submissions, and presentations that clearly articulate the value and benefits of complex, innovative, and technical solutions.
- **Submissions Management:** Oversee the preparation of compelling proposals and submission documentation, ensuring alignment with client requirements and company standards.
- **Content Development:** Develop and write compliant, concise, and compelling content while collaborating with subject matter experts, technical leads, and business service representatives.
- **Document Review:** Review bid documentation to ensure a thorough understanding of the technical and commercial commitments.
- **Marketing Support:** Assist our marketing team with internal and external marketing pursuits and initiatives.
- **External and Internal stakeholder Coordination:** Engage and coordinate internal stakeholders to ensure deliverables meet quality and time requirements.
- **Client Relationships:** Build and maintain strong, positive relationships with clients.
- **Sales Support:** Identify and pursue new business opportunities, build client relationships, and support sales initiatives.
- **Collaboration:** Work closely with the design, marketing, and operations teams to develop winning strategies and proposals.



ABOUT YOU

We are looking for someone with the following:

- Aligned with our Company Values
- Proven experience in bid coordination and sales within the construction or architecture industry.
- Exceptional project management and organisational skills.
- Strong written and verbal communication abilities, with attention to detail.
- A proactive and results-oriented mindset.
- Ability to thrive in a fast-paced, deadline-driven environment.
- Experience in preparing submissions for architectural or construction projects is highly desirable.

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How to Apply:

If you are ready to take the next step in your career or gain valuable industry experience, we'd love to hear from you! Please send your resume and a brief cover letter detailing your suitability for the role to careers@dcpartnership.com.au by the 7th March 2025.

Applications from students currently enrolled in relevant university programs are strongly encouraged. We are an equal-opportunity employer and encourage applications from individuals of all backgrounds.

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