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| Bids & Communications Manager |  |  |
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| Henley Halebrown is seeking applications for a Bids & Communications Manager.We are an established Shoreditch based architectural studio. We are a well-respected office involved in many facets of architecture. As a result, the studio is a busy place, involved in writing, teaching and cultural dialogue as well as architecture and design. We work in many areas across housing, arts, education and commercial design, within the UK and further afield.The position will suit someone with a desire to be part of a vibrant office environment and enjoys outward-facing work. We are looking for someone with high levels of drive and enthusiasm with the ability to work on their own initiative, who can make the position their own and develop the role. **Duties will include*** Managing bids from start to finish – this will often involve collaboration with other studios and designers
* Identifying and following up new business leads
* Monitoring and reviewing tender opportunities
* Liaising with the external PR & business consultants
* Managing bid library & marketing literature
* Drafting copy for press releases, etc.
* Event management
* Organise publicity photography
* Interface with client & collaborators
* Attending event on behalf of the company

**Attributes*** Bids and/or marketing experience within the design industry
* Friendly and sociable
* Ability to work independently
* Strategic thinker
* Strong organisational and administrative skills
* Exemplary attention to detail
* Effective interpersonal skills
* Ability to communicate clearly and effectively
* Ability to multitask whilst under pressure
* Knowledge and experience of the architecture / built environment industry

**General skills required*** An academic degree or equivalent
* Excellent written and verbal communication skills
* Proven track record using Adobe Creative Suite is an advantage
* Experience of working in a creative environment
* Ability to write clear, accurate copy
* Confidence in proofreading

We are keen that our practice reflects the diversity of communities we design for, and welcome and encourage applications from under-represented groups.Henley Halebrown is an equal opportunity employer committed to equality, diversity and inclusion.Please send applications consisting of a CV and cover letter to hr@hhbr.co.uk  |