



VISUAL COMMUNICATIONS & BID COORDINATOR

We are seeking a motivated, collaborative Visual Communications & Bid Coordinator with demonstrated experience to join our team of talented and committed people.





THE ROLE

We're looking for a Visual Communications & Bid Coordinator (0.6FTE) - ideally with previous industry experience - who'll be responsible for producing high-quality bid submissions and content. Each bid comes with a deadline and specific criteria, making your capacity to effectively coordinate diverse requirements pivotal.

You will be responsible for:

- Creating and formatting proposals and tender documentation using Adobe Creative Suite and Microsoft Suite.
- Preparing tenders and bids; including identifying response requirements, coordinating input from

relevant disciplines, and assisting with the production of the non-technical sections of proposals (for example, tailoring CVs and sourcing relevant project examples).

- Developing and maintaining supporting visuals/ graphics for bids and content, including diagrams, org. charts and promotional collateral.
- Developing and maintaining templated marketing material to support bids and client enquiries - including capability statements, project data, staff CVs and our photo reference library.
- Social media content creation using your graphic design and written communication skills.
- Maintain our website including written content and imagery.



YOU'LL ALSO NEED

You will have the following personal characteristics:

- The ability to juggle multiple tasks and meet tight deadlines.
- Strong design and documentation skills with the ability to create branded content for internal and external use.
- A high level of attention to detail with a strong focus on brand standards and quality control.
- Excellent writing, grammar and editing skills.
- Proficiency using Adobe Creative Suite, particularly InDesign to produce tailored, comprehensive, visually striking submission documents.
- Experience using the Microsoft Suite (especially Word and PowerPoint), with strong formatting skills.
- A relevant tertiary qualification in Business, Marketing and Communications or similar.



WHAT WE OFFER

We pride ourselves on our design philosophy, project skill and studio culture. We have an excellent staff retention rate and promote a healthy work/life balance with supportive leadership and a friendly team.

We provide ongoing professional development and a collaborative workshop-style office. You will benefit from the following:

- An office culture you'll want to walk into every day.
- A friendly, supportive management team that cares about you.
- Work-life balance.
- Teammates who are skilled, knowledgeable, excited about what they do, and willing to share.
- Ongoing career development opportunities.
- Attractive open-plan studio in a CBD location.
- Opportunity on a wide and varied range of projects.
- Regular social events (team dinners/drinks, bowling, Adelaide Fringe and more).



GREENWAY ARCHITECTS

Email your CV and examples of your work to:

adelaide@greenwayarchitects.com.au

with a one page cover letter telling us who you are and why you would like to work with Greenway Architects.

**short portfolio of 5–10 pages 5MB max*