

Bidding Expert

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Company: Hybrid Mediaworks

Location: Islamabad

Category: other-general

Job Description

Based in Washington US, Hybrid Mediaworks is a custom web design and development services company, delivering industry-specific customized website solutions to businesses. Our clients range from start-ups to established enterprises and we are committed to helping businesses communicate their brand story through their online presence. Our regional office in Pakistan is located in Islamabad and we have a team of talented professionals who are passionate about delivering high quality work.

Job Objective:

We are looking for an online bidder who will be responsible for managing the entire bid process, ensuring a high level of excellence. Applicants must have outstanding communication skills, combined with the ability to understand technical concepts and tender questions then provide clear concise responses whilst working to deadlines and targets

Responsibilities:

Candidates having working experience of minimum 2-3 years of on-going bidding experience on portals like Upwork, Freelancer, Fiver, Guru, People Per Hour and more.

Create Business Proposal, quotations, and other relevant documents required by the

client.

Candidate is responsible for a bidding process as well as direct marketing under the supervision of the Digital Sales & Marketing Manager.

Candidates should have knowledge of digital marketing services offered by the company.

Responsible for Generating Business from Freelance Bidding Portals.

Bidding on Freelance portals on daily basis and acquiring projects and convert those projects into long term sales

Working on both Proactive and Reactive Leads.

Research and target prospects using a variety of digital techniques for the UK and USA.

Assuring client satisfaction by meeting and exceeding delivery and service quality norms.

Requirements

2+ years of experience working as an online bidder.

Successful and demonstrable previous experience.

Must have a strong grip on Upwork, People per hour platforms.

Manage interaction with clients efficiently on time via call, email or chat.

Must be sharp, smart, confident, and passionate about sales.

Bidding on International Job Portals / Projects.

Researching and finding new clients.

Maintain a very high rating on all platforms.

Maintain a healthy relationship with the clients.

Quality project selection and bidding.

Must have experience for professional Email Writing.

Good to have:

Excellent verbal & written communication skills.

Must be good at the targeted sales.

Benefits

Why should you Join Hybrid MediaWorks?

At Hybrid Media works, we value your career growth. We offer a clear and transparent career path to help you achieve your life goals. Some of our benefits include:

Competitive basic salaries, personal and team-based bonuses, and additional incentives.

Regular team social events and awards for outstanding performance.

Additional benefits include cash prizes, monthly team meetups, annual dinners, paid leaves, health insurance, and bonuses.

It's a REMOTE position

Timing:07:00 PM to 04:00 AM

Location: Hybrid Media works, First Floor, Plot # 176 Korang Road, near Rahat Bakers, I-10/3, Islamabad.

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