

WE'RE HIRING – BID WRITER

ROLE TYPE: CONTRACT/FREELANCE

LOCATION: SYDNEY CBD

ROLE OVERVIEW

Synergy Management Group is seeking a detail-driven Bid Writer to support a wider bid team on the creation of high quality, compelling and fully compliant bid submissions for landmark construction developments across Australia.

This role is central to crafting persuasive narratives, coordinating technical inputs and delivering polished submissions that win work on some of the country's most significant projects, across both public and private sector clients.

KEY RESPONSIBILITIES

- Lead and contribute to the writing, editing and proofreading of bid content, including executive summaries, methodology responses, capability statements and key personnel profiles
- Coordinate inputs from internal teams, project leads, external partners and external consultants to ensure compliant, on-time submissions
- Interpret and respond to RFT/RFP/EOI/ECI requirements, structuring responses to address evaluation criteria clearly and persuasively
- Support the production of client-facing presentations, post-bid reviews and debrief materials
- Manage multiple concurrent bid deadlines in a fast-paced, collaborative environment

SKILLS & EXPERIENCE

- Proven working experience as a Bid Writer within an infrastructure, construction technical writing environment
- Experience within the construction industry, with familiarity in tender processes and project information gathering
- Strong written and verbal communication skills, with attention to detail
- Able to manage multiple stakeholders
- Ability to work across multiple projects in a fast-paced, team-oriented environment

- Australian citizenship is required for this role due to the nature of projects undertaken

WHY JOIN SYNERGY

- Exposure to landmark, city shaping projects across major social infrastructure projects
- Direct involvement in strategic bid decisions and client-facing engagements from day one
- Flexible working; remote, hybrid or on-site arrangements available across Australia
- Opportunity to work within a boutique advisory firm with large-scale expertise