

# Bid Search Specialist

## Job Description



**Status:** Non-Exempt

**Hours:** 15-20 hours/week

**Compensation:** \$25.00-\$30.00/hour

**Reports to:** Director of Consulting

**Job Type:** Contract-to-hire

### Description:

The Bid Search Specialist plays a critical role in supporting small- and mid-sized businesses in identifying contract opportunities in government and corporate procurement. This position requires strong research, analytical, and client-support skills, with an emphasis on matching businesses to the right opportunities.

A successful Bid Search Specialist will maintain the confidentiality of clients along with providing clients with appropriate general and specific information. The Specialist will manage the bid research process as well as drive operational excellence and process improvement initiatives.

It is the goal of the Aventi Enterprises to help our clients grow their businesses, secure contracts, create jobs, achieve increase in size and scale, and continue to be an advocate for small businesses.

### Duties and Responsibilities:

#### Bid Search & Opportunity Identification

- Conduct daily and weekly searches of federal, state, and local government portals, as well as corporate supplier diversity platforms, to identify relevant bid opportunities.
- Analyze solicitations (RFPs, RFQs, RFIs, ITBs) to assess alignment with client capabilities, capacity, and compliance requirements.
- Maintain an internal database of opportunities, deadlines, and submission requirements.

#### Client & Internal Collaboration

- Partner with business advisors and consultants to align contract opportunities with clients' strategic goals.
- Provide clear, well-documented research and updates to clients and the internal team.
- Support proposal development consultants with compliance documentation when needed.
- Create strategies for encouraging clients to take appropriate action
- Facilitate company webinars as needed

#### Compliance & Quality Assurance

- Verify solicitation information and documentation for accuracy and compliance before sending to clients.

- Track and report on client success rates with bids and certifications.

#### Administration

- Retrieve incoming calls
- Conduct phone and online interviews
- Research, write, and organize information in a professional and credible manner
- Prioritize tasks and responsibilities to meet deadlines
- Other tasks as assigned

#### **Working Conditions:**

Candidate must be able to work independently in-office and at times, at-home.

#### **Qualifications**

- Bachelor's degree in Business Administration, Public Administration, Supply Chain, or related field (preferred).
- 2–4 years of experience in procurement, certification management, government contracting, or business development support.
- Strong research and analytical skills; ability to interpret bid documents and compliance requirements.
- Familiarity with government procurement systems (e.g., SAM.gov, OhioBuys, local portals) and corporate supplier diversity portals.
- Excellent written and verbal communication skills.
- Detail-oriented with strong organizational and time-management abilities.
- Proficiency with Microsoft Office Suite, Google Workspace, and database systems.

#### **Key Competencies**

- Knowledge of procurement processes.
- Ability to manage multiple deadlines simultaneously.
- Client-focused mindset with strong problem-solving skills.
- Commitment to accuracy, compliance, and high-quality deliverables.

Interested candidates can email their résumé to Deonna Barnett at [deonna@aventienterprises.com](mailto:deonna@aventienterprises.com).