

Job Description

Proposal Specialist

1. Role Details

Role Title: Proposal Specialist – Early Careers

Job Location: London, UK

Function: Sales, Marketing & Customer Relationship Management

Sub-function: Chief of Staff, Transformation & Enablement

Working pattern: Full time, Monday to Friday, 09:00 – 17:00.

Job Start Date: 1st September 2025

Salary: TBC

2. Who we are

We're Colt, a global digital infrastructure company creating solutions that connect people, cities and businesses around the world. Our networking and connectivity products and services put the power of the digital universe in the hands of our customers. Learn more [here](#).

3. Early Careers at Colt

Looking to make your mark?

We empower our teams to change the world, for the better. We're passionate about our people and we believe that recruiting and developing the next generation of talent is key to our continued success.

At Colt, you'll get the opportunity to build a career with clear development opportunities in a global organization. Our graduates, apprentices and careers starters get the support and control they need to drive their professional development forward. From on-the-job training to formal learning and mentoring, you will be supported to make your mark at Colt.

On our two-year Early Careers Programme, you will get access to:

On-the-job training where you will work in diverse teams from different cultures and countries. You'll be empowered to debate, discuss, listen and share your ideas - all in the pursuit of the best solutions for our customers and our business.

Formal learning and development where we'll help you grow your knowledge and skills through training from a wealth of experts and leaders.

Networking and mentoring from diverse thinkers and doers at all levels of our business. Hierarchy is no barrier here. We want you to put the global connections you make to good use, so we can work together and pioneer new solutions.

4. Function Description

At Colt, our customers are at the core of everything we do and we are always pushing ourselves to deliver the connectivity that matters most for them. Our sales teams drive our growth by identifying the right technology solution to our customers' needs. They are also the primary, long term contact for our customers; deepening our understanding of their business challenges and making sure Colt is who they chose to help solve them.

The Bid Management team works with stakeholders all over Colt on a daily basis and requires its members to develop knowledge of many different aspects of our business, and more often than not to bring various combinations of those together. As such, we feel that this would provide an excellent opportunity for a graduate to learn quickly about the structure of our business, our key products, markets, and strategies, the challenges that it faces and how we go about addressing these, in one place.

5. What you'll be trusted with:

- Support Senior Bid Managers with customer proposal development
- Over time build the skills to lead proposals independently
- Review, maintain and update standard bid content and on-line resources
- Develop internal Colt network, process and product understanding
- Act as Quality Control consultant on Sales-led proposals
- Ad hoc reporting & bid support tasks
- Support Bid funnel monitoring and team reporting
- Support Sales teams responding to customer information requests and questionnaires

6. What we're looking for:

- **Leadership Potential:** A self-motivated individual who leads by example, takes initiative, and is driven to succeed.
- **Motivation to succeed:** Thrives in a fast-paced, results-oriented environment and excels when faced with challenges.
- **Growth Mindset:** Demonstrates natural inquisitiveness, and a strong desire to learn, adapt, and continuously improve through feedback and new experiences.
- **Resilience & Perseverance:** Able to maintain focus and motivation through setbacks, overcoming obstacles with a positive attitude.
- **Strong Communication & Analytical Skills:** Comfortable with numbers, clear in articulation, and able to convey ideas persuasively both verbally and in writing. Attention to detail.
- **Education:** Bachelor degree in one of the following areas: Business Administration; Marketing; Project Management, Supply Chain or Operations Management.
- **Language Requirements:** Fluent/Conversational in English

7. Overall Benefits

In addition to offering competitive salaries and incentive plans, a range of benefits and local rewards packages are offered to staff. We also know that a work life balance is important, and our people say it's one of the great advantages of working at Colt.

Some benefit examples are:

- Flexible working and relaxed dress code

- Two days annually to spend on volunteering opportunities
- Private medical insurance
- Access to a virtual business school for on-going learning
- Business mentoring

8. What is it like working with us?

Supporting our people through change, encouraging positive employee experiences, and fostering connection and belonging through local groups, initiatives, and engaging events will play a key part in our collective success.

Inclusion is at the heart of our culture here at Colt. From day one, you'll be encouraged to be yourself as we believe that's what helps our people to thrive. We welcome people with diverse backgrounds and experiences, regardless of their gender identity or expression, sexual orientation, race, religion, disability, neurodiversity, age, marital status, pregnancy status or place of birth.

Please speak with a member of our recruitment team if you require adjustments to our recruitment process to support you.

Our values

We live by our Colt values every day, whether we're launching new projects or solving problems together. Our values represent how we behave and are integral to our culture.

We know people matter

Whether it's a customer, a partner or an employee, we build relationships based on trust, honesty, respect and integrity. We value diversity and strive to be more inclusive so everyone has the freedom to speak up, be heard and thrive.

We always find a better way

By staying one step ahead we empower our customers to succeed through the power of connectivity. We're swift to adapt and take responsibility for the promises we make.

We win together

We believe in the power of many and stand shoulder to shoulder with customers, partners and colleagues collaborating on ideas, sharing risks and recognition among all. When we make a decision we understand its impact, and rally behind the decision to make it a success.

We can change the world

We want to make the world a better place. Better connected, more sustainable, fairer for all. We use what we have - passion, technology and connectivity - to create good.

