

EVOLUTION OF TECHNOLOGY

ZETA is a globally active solutions provider that supports pharmaceutical and biotech companies in bringing vital medicines - such as insulin, infusions, and cancer treatments - to market faster and more efficiently. As an innovation leader, we combine technical expertise with digital excellence, covering everything from planning and construction to automation and qualification of customized process systems. In addition, we take on full responsibility for complex projects as an EPCMV partner, drive digital transformation, and develop sustainable strategies for decarbonization.

Bid Manager

Location: **King of Prussia, PA**
(Hybrid)

Contract: **Full Time**

Start: **Immediately**



Your tasks

Position Overview

The Bid Manager leads the end-to-end development of competitive bids for capital equipment, engineering services, and multi-stage project proposals. This role drives high-quality proposal development, bid strategy, cross-functional coordination, pricing support, and project planning to increase win rates and secure projects. The Bid Manager will work directly with the sales team, client stakeholders, and business line directors, while coordinating cross-functional teams including engineering, project management, procurement, fabrication, legal, quality, and commercial operations.

Key Responsibilities

- Lead the full lifecycle of competitive bids, including RFP review, bid strategy, cross-functional coordination, scheduling, customer communications, and submission.
- Develop proposals, presentations, pricing input, and internal project plans.
- Manage timelines, deliverables, and bid governance processes.
- Support bid/no-bid decisions with documented assessments.
- Coordinate with Engineering, Project Management, Supply Chain, Fabrication, and Commercial teams.
- Coordination and alignment of bid packages with international team.
- Prepare technical and commercial proposal content aligned with customer requirements and business goals.
- Support costing, pricing strategy, risk identification, and commercial term evaluation.
- Maintain bid templates, cost models, and proposal standards
- Ensure high-quality, consistent, and on-time bid submissions.
- Support project handover to execution teams after award.

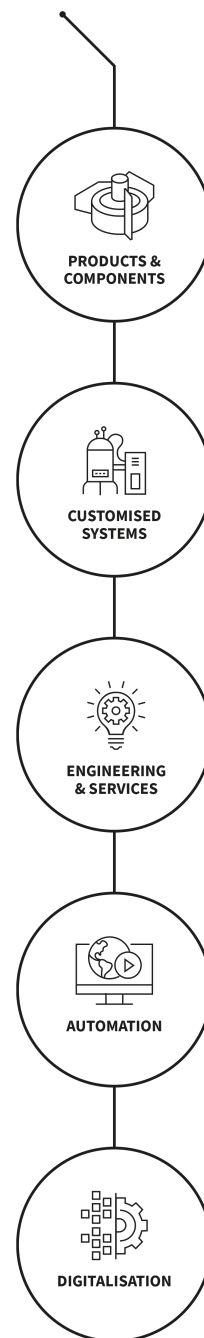


Your profile

- Familiarity with engineering workflows, project lifecycles, and equipment delivery (Required).
- Strong technical writing and documentation skills (Required).
- Strong communication and project coordination/management skills (Required)
- Proficiency in MS Office, Excel, and MS Project (Required).
- PowerPoint and presentation development expertise (Required).

Under the motto "Let's Engineer Your Career Together" we are looking forward to receiving your application!

Apply now and become part of the ZETA-Team!



ZETA USA Inc.
2200 Renaissance Blvd
Ste. 170, King of Prussia,
PA 19406
hrm-us@zeta.com
www.zeta.com

