



JOB OPPORTUNITY

Bidnet is currently seeking to fill the position of:

State and Local Researcher (content)

Location: Latham, NY

BidNet is the leading provider of government bid opportunities and business intelligence services to companies of all sizes. For more than 30 years, BidNet has helped clients identify and win government contracts. We have product solutions to fit all business needs, which include BidNet, Governmentbids.com, Epipeline and Construction Bid Board.

Our proprietary technology and experienced research team help companies become more competitive in the federal and state & local procurement market by delivering targeted sales leads, market intelligence and a suite of bid information management tools.

The candidate we seek will possess very strong keyboarding skills including typing speed and accuracy. You must also possess good multi-tasking abilities, a strong “team” attitude and the ability to perform various duties integral to the function of our department.

Main responsibilities:

- Reading, interpreting & entering appropriate information from government agency bid documents;
- Downloading documents through our integrated MPP system;
- Processing of documents through our database management system;
- Researching governmental agency websites vital to our continued growth;
- Support operations by cross-training on related jobs;
- Assist other personnel within the company, as or when needed.

Skills & competencies:

- Excellent Reading & Writing Comprehension;
- Excellent Keyboard Skills & Aptitude;
- Attention to Detail and Thoroughness;
- Personal Dependability and Reliable Transportation;
- Excellent Communication Skills – Oral & Written;
- Strong “Team” Work Ethic.

Remuneration and working conditions:

- Comprehensive training and development;
- Competitive benefits and compensation program;
- Health, dental, vision and life insurance;
- 401K program including corporate matching;
- Paid time off for vacation, sick and holidays.

If you are interested in the challenge, please submit your resume to: careers@bidnet.com. Only selected candidates will be contacted, but we thank you for your interest in the company.