

JOB OPPORTUNITY

BidNet is currently seeking to fill the position of:

Content Editor

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, state and local procurement markets 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;
- Managing tools to search and track projects, competitors, bid partners, and historical bid information and results;
- Monitoring and researching governmental agency websites vital to our continued growth.

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 teamwork ethics.

Experience:

- College degree required.

Remuneration and working conditions:

- Hourly, plus incentives;
- 40 hour workweek;
- Group Insurance;
- 401(k);
- Pleasant working environment.

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