

Document	Up-work Bidder (Job Description)
Company	Devspark Labs
Date Created	15 th March, 2024
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Version	V1.0
Salary Range	PKR 80,000 - PKR 160,000

Revision History	N/A
Revised by	N/A
Date Created	N/A
Version	N/A
Notable Revisions	N/A

Job Description:

We are in search of a highly motivated and experienced Upwork Bidder to join our team. The ideal candidate should have 1-2 years of proven experience in bidding on Upwork projects and securing new business opportunities. As an Upwork Bidder, you will play a pivotal role in identifying, bidding on, and winning projects that align with our company's expertise and services.

Responsibilities:

1. Identify potential projects on Upwork that match our company's capabilities and services.
2. Craft compelling proposals and bids tailored to each project's requirements and objectives.
3. Communicate effectively with clients to understand their needs, clarify project details, and address any questions or concerns.
4. Collaborate with our team members to develop accurate project estimates and timelines.
5. Maintain a proactive approach to monitoring and responding to client feedback and inquiries.
6. Stay updated on industry trends, market demand, and competitor activities to identify new business opportunities.
7. Build and maintain relationships with clients to encourage repeat business and referrals.
8. Meet or exceed monthly and quarterly targets for project acquisition and revenue generation.

Qualification:

1. Bachelor's degree in Business Administration, Marketing, or a related field.
2. Proven experience as an Upwork Bidder or similar role, with 1-2 years of successful bidding and project acquisition on Upwork.
3. Strong understanding of the Upwork platform, including its features, functions, and best practices.
4. Excellent written and verbal communication skills, with the ability to craft compelling proposals and engage effectively with clients.

5. Exceptional negotiation and persuasion skills, with a track record of closing deals and winning projects.
6. Ability to work independently and manage multiple priorities in a fast-paced, deadline-driven environment.
7. Proficiency in project management tools and software is a plus.
8. Demonstrated ability to work collaboratively in a team-oriented environment.

Hiring Criteria

Education & Experience:

- Bachelor's degree in Business Administration, Marketing, or a related field.
- 1-2 years of experience as an Upwork Bidder or similar role, with a successful track record of bidding on and winning projects on the Upwork platform.

Technical Skills:

- Proficiency in using the Upwork platform, including navigating its features, functions, and best practices for bidding on projects.
- Familiarity with project management tools and software for tracking bids, managing projects, and communicating with clients.

User-Centric Design:

- Understanding of client needs and preferences to tailor proposals and bids to match project requirements effectively.

Design Expertise:

- Basic knowledge of creating visually appealing and persuasive proposals and bids to stand out among competitors on Upwork.

Collaboration and Communication:

- Strong collaboration skills to work effectively with team members and clients in developing proposals, clarifying project details, and addressing client inquiries.

Accessibility and Inclusivity:

- Awareness of diversity and inclusion considerations in client communication and proposal development to ensure accessibility and inclusivity for all potential clients.

Usability Testing:

- Ability to review and test the usability of proposals and bids to ensure clarity, coherence, and effectiveness in conveying the company's capabilities and value proposition.

Problem-Solving:

- Aptitude for identifying challenges and obstacles in the bidding process and proactively implementing solutions to improve bid quality, win rates, and overall project acquisition success.

Resource Evaluation Criteria Form

Education & Experience		Personal Attributes
Bachelors		Team Player
1-2 Years		Motivation
Technical Expertise		Comm Skills
Up work Platform Proficiency		Problem Solving
Proposal Writing Skills		Difficulty Standing Out Among Competitors
Client Communication		Low Response Rates to Proposals
Project Management Tools		Ineffective Communication with Clients
Market Research		Difficulty Negotiating Terms and Pricing
		Lack of Project Success and Client Satisfaction

The above form will be filled on the rate of 10 as the highest score and 1 as the least score.