

Position: New Business Coordinator
Department: Storytelling
Location: London Studio
Team: Global
Contract: Maternity Cover – Fixed Term Contract (12-months)

About the role

The New Business Coordinator plays a key role in supporting the studio's communications, branding, and business development efforts through the creation of clear, engaging visual and written materials.

Often combining the responsibilities of a Graphic Designer and Bid Coordinator, this role focuses on producing high-quality visual assets and documentation that communicate the studio's work, expertise, and identity. The New Business Coordinator is responsible for preparing brochures, project portfolios, competition submissions, and PQQ (Pre-Qualification Questionnaire) documents, ensuring that materials are visually consistent and professionally presented.

Working closely with design teams, leadership, and the business development team, the New Business Coordinator ensures that project information is translated into compelling visual narratives that support both project delivery and new business opportunities.

This role requires a strong combination of design skills, organisational ability, and attention to detail, with a clear understanding of how architecture and design are communicated through visual and editorial formats.

Key Responsibilities

Bids

- Review and analyze incoming RFPs for London based pursuits under the direction of the Project Director or Project Manager to clearly identify requirements, submission criteria, evaluation metrics, and key deadlines; translate these into clear internal task lists and workflows.
- Coordinate and develop RFP-compliant, responsive, and competitive proposals and bid-related presentation materials for prospective clients.
- Coordinate internal teams and external sub-consultants under the direction of London-based Directors to assemble team composition, credentials, and scope narratives.
- Participate in pre-positioning and pursuit strategy meetings, supporting Directors with background research as needed

New Market Pursuits

- Manage portals and vendor registrations for London-based pursuits.
- Proactively research new and emerging markets and prepare briefing and presentation materials for leadership to support strategic decision-making.

Internal Coordination: Leadership, BD & Storytelling

- Issue a weekly prioritized to-do list to London Directors and the Managing Director, clearly outlining focus areas, responsibilities, and deliverables for the week.
- Participate in bi-weekly coordination meetings with Mexico-based Bid Coordinators to share updates on new projects, align best practices, and maintain consistent documentation and shared resources across both offices.
- Coordinate closely with the Storytelling team on the use, adaptation, and production of marketing content to ensure all materials align with current messaging, visual standards, and project information.

What We're Looking For

We are particularly interested in candidates who are creative, detail-oriented, and passionate about communicating architecture and design.

The ideal candidate will:

- Strong organisational and administrative skills with excellent attention to detail
- Excellent written and verbal communication skills
- Confident working across multiple deadlines and priorities simultaneously
- Strong proficiency in InDesign and Microsoft Office, particularly PowerPoint and Excel
- Experience within architecture, design, property, creative, or professional services preferred
- Proactive, collaborative, and able to work independently when required
- Strong visual and presentation awareness with a professional approach to documentation and branding
- Comfortable working in a fast-paced and collaborative studio environment Prior experience in galleries, museums, architecture firms, design studios, cultural publishers, or similar institutions.

This role requires someone who can combine creative design skills with organisational discipline, ensuring that the studio's communications and bid materials maintain a consistently high standard.

Languages

- English: advanced level (C1 or above).

To Apply

Send your CV and portfolio in a single email to: careers@sma.com.mx with the subject: New Business Coordinator – London

Only applications including a portfolio will be considered. All submissions will be reviewed and only shortlisted candidates will be contacted.