

PROPOSAL SPECIALIST

POSITION DESCRIPTION

*This exciting career opportunity enables the successful candidate an occasion to be part of the “best in industry” alternative & clean energy products division in a **GROWTH INDUSTRY.***

The Proposal Specialist is responsible for researching public tenders for potential business development along with preparing a proposed document as a whole, including editing, drafting customer friendly responses and formatting, pricing and on-time submission of formal customer tenders, quotations and bids.

KEY DUTIES AND RESPONSIBILITIES

- Documents are prepared with a professional appearance consistent with the Company’s requirements.
- Responsible for recognizing any special customer terms and preparing a response in accordance with the Company’s Legal Terms and Conditions.
- Usage of a Database to record detailed pricing, which allows consistency, reporting and tracking of quotations across the Company.
- Works in conjunction with sales and product managers to develop competitive pricing, strategies and assist with preparation of gross margin analysis for each proposal.
- Engages the sales team as well as any other relevant departments to ensure that the opportunity is processed properly and on time.
- Researches, evaluates and downloads bid opportunities from web, industry associations and investigates the feasibility/relevance of the tender for the Company’s business development success.
- Understands local competitive market conditions needed to successfully win the business.
- Interacts with Credit and Finance in order to gather the required quote information.
- Market and trend analysis on potential bidders.
- Coordination of the bid process and award.

EXPERIENCE AND QUALIFICATIONS

- Minimum 2 years experience in a corporate sales environment
- Post Secondary Education in Business and applied Arts
- Working knowledge and experience in bid and contract process, the various entities involved: Government and industry/trade organizations/associations.
- Proven verbal and written communication skills
- Exceptional business acumen and professional attitude.
- Experience in a team oriented environment
- Proven time management skills; ability to prioritize and multi-task within a fast-paced environment and operate within tight deadlines.
- Proven customer service, communication and telephone skills
- Strong organizational and analytical skills; ability to adapt to various situations.
- Proven problem solving skills and task ownership; ability to work with minimal supervision.
- Advanced Microsoft Office computer skills (Word, Excel, Outlook, PowerPoint)
- Familiarity with SAP systems preferred.
- Knowledge of product features of industrial and consumer electronic products developed through formal education or prior work experience preferred and/or an asset.

Send your resume to bill@mcnameelamb.com or apply online at www.monster.ca