

Sales Proposal Writer Position Description

Department: Federal Services	FLSA Status: Exempt
Reports to: Business Unit Manager	Date: 8/7/2017

Primary Function:

This position is an integrated member of the sales and estimating team. Position is responsible for preparing compliant and compelling proposals in response to customer generated Request for Proposal's (RFP's).

Essential Duties and Responsibilities:

- Review RFP's and identify requirements to be addressed in each proposal.
- Work with the sales and estimating team to develop the bid strategy and win themes to be incorporated into each proposal.
- Work closely with functional departments, sub-contractors, and potential partners to assure a compliant and compelling approach to proposals.
- Write proposal content.
- Generate proposal graphics as required.
- Support the preparation of marketing materials as required.
- Support the development and maintenance of a repository for historic proposals and content that can be used as a library for future proposals.

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Qualifications/Experience:

- Bachelor's degree in Marketing, English, Public Relations or similar.
- Proficient with computer software including Microsoft Office (Word, Excel, PowerPoint, Project) and Adobe Acrobat
- Works well alone and in a team environment.
- Meticulous attention to detail.
- Excellent written communication and interpersonal skills.
- Excellent planning, time management, and organizational skills.

Other Qualifications

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk and be in a shop environment. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet, typical of what is generally found in an office setting. The employee will occasionally be exposed to loud noises in a shop environment.