

Job Description:

Designation: Proposal Writer

General Summary:

- The primary responsibility is to ensure that the offshore bid support team is providing a first class service in supporting Business Development team by producing client-ready documents, proposals, response to RFIs, presentations etc. Working closely with business development, client services teams, this role will focus on supporting new business opportunities, including:
- Taking responsibility for the project management of bid responses
- Planning and writing response documentation
- Co-ordination with subject matter experts and various internal departments
- Experience in handling in government tenders

Essential Job Functions:

- Proven sales process knowledge and 4-6 years experience of writing client facing documents like RFI, RFP etc
- Ability to establish quality control mechanisms
- Commercial acumen, understanding of business drivers, broad solutions, and the outsourcing market
- Proven ability to work under pressure, delivering high quality work consistently against tight deadlines
- Able to build and maintain relationships – able to manage expectations
- Strong organisational skills
- Ability to prioritise and delegate work accordingly
- Excellent communication, articulate and demonstrates strong interpersonal skills
- Excellent command of the US English – written and spoken
- Confidence to liaise effectively with all levels of management internally
- Excellent use of Microsoft Office applications including Word, Excel(advanced), PowerPoint(advanced), Project and Vision

Qualification and Experience:

- Any Bachelor's / Masters degree preferred (MBA)
- 3 + years of experience

Skills/Abilities:

- Management of the bid process, including planning and writing response documentation
- Ensuring all deadlines are managed effectively
- Set up adequate check points and process flows to ensure task delivery on time
- Follow up and obtain contributions from internal teams to meet bid objectives and deadline
- Manage marketing collateral, create and update standard company information for use in proposals
- Provide regular and structured feedback on the process and outcomes to business as appropriate
- Undertake other agreed marketing and sales projects
- To develop and motivate team members in order to increase productivity and reduce staff turnover
- Implement best practice tools and processes

Email CVs to hr@goldstonetech.com