

Proposal Specialist Assistant – PERMANENT FULL TIME

The successful candidate will be responsible for assisting with writing responses to Requests for Proposals (RFP), Requests for Qualifications (RFQ), Requests for Information (RFI), and Finalist Presentations completing administrative tasks such as: updating a Request for Proposal (RFP) tracking log, filling out an RFP summary sheet, and screening bid opportunities. An adaptable individual who can work individually and take direction from team members will be best suited for this position. Possessing a can-do attitude, creativity, and effective time-management skills will lead to individual success.

Primary Responsibilities:

- Assist with tracking new business development opportunities and submitted proposals results;
- Assist with conducting research and writing proposals, presentations, and reports;
- Update and maintain the proposal and business development tracking log and calendar;
- Format, proof, and finalize documents, including proposals, reports, client correspondence, and other project-specific forms and communications as needed; and
- Assist with printing, assembly, presentation, packaging, and shipping of proposals.

Required Qualifications and Proficiencies:

- Ability to manage multiple assignments in a fast-paced business environment adhering to deadlines as well as last-minute tasks with narrow time restrictions;
- Strong organizational skills and keen attention to detail;
- Excellent written and oral communication skills; and
- Proficiency with Microsoft Office suite (Word, Excel, PowerPoint).

EMAIL RESUME TO info@pierceins.com

