



POSITION: Proposal Specialist/Coordinator

GENERAL DESCRIPTION:

GEOSYS Technology Solutions is seeking a qualified proposal specialist to support and be a part of the sales and business development team. The proposal specialist will be responsible for the development of winning proposals as well as supporting the inside sales and corporate wide business development efforts.

The proposal specialist is a dynamic self-starter individual interested in the planning, development, production and delivery of high quality professional services proposals to our clients. The proposal specialist assembles, collects, writes and coordinates material for proposals, writes sales material, and other related technical and administrative publications.

RESPONSIBILITIES:

- Researches market and industry related websites and databases to identify potential RFP and Sales opportunities
- Prepares detailed proposal based on RFP requirements; ensures that all RFP requirements, both technical and administrative, are accounted for and are assigned to the appropriate staff member for review, completion and/or approval.
- Schedules and coordinate proposal meetings.
- Works with the sales team to develop proposal strategies and support division management staff in the presentation and review of proposal strategies and costs
- Communicates with potential clients, partner firms and subcontractors to establish proposal response requirements
- Performs a detailed edit on the entire proposal content to ensure that it meets RFP requirements and to review for accuracy.
- Compiles administrative proposals to include company information, references, resumes, and other standard materials.
- Develops and maintains proposal boilerplate database.
- Develops and maintains marketing and communications materials, such as brochures, press releases, and website content.
- Other duties as assigned

JOB KNOWLEDGE AND SKILLS:

- At least 3 years of proposal development experience in aerial mapping and GIS industry in Canada.
- Willingness to work extended hours and ability to commit to overtime as required to meet peak workloads.
- Ability to work on a computer for extended periods of time
- Excellent oral and written communication skills and organizational skills are essential, as well as the ability to work efficiently under pressure and to manage multiple/simultaneous deadlines
- Must be a team player and able to work both collaboratively and independently.
- Advanced working knowledge of Microsoft Word and Excel; working knowledge of Access and PowerPoint.
- Experience and familiarity with aerial mapping, photogrammetry, LiDAR, remote sensing, field surveying and GIS including sales and/or production considered an asset.

How to Apply

Please email a letter of interest, resume with professional references, and salary history to hr@geosys.ca.

No phone calls, please. Incomplete applications will not be considered.