
POSITION	Coordinator, Request for proposal
LOCATION	Montreal, Quebec
REFERENCE	BD06
SUPERVISOR	Director, Business Development
SUPERVISING	TBD
SUMMARY	<p>We are currently accepting applications for our upcoming needs.</p> <p>The incumbent will coordinate the business development/engineering and operational resources in compiling all information associated with proposal requirements, developing proposal outlines and templates, as well as managing kickoff meetings, assignments and schedules, and leading team reviews. Will work with internal and external resources to build winning proposals and manage proposal risks.</p>
RESPONSIBILITIES	<ul style="list-style-type: none">▪ Manage and lead internal business capture teams.▪ Create, develop, plan, write and edit proposals, statements requests for proposals/qualifications (RFP/RFQ), etc., from start to finish.▪ Edit and proofread proposal drafts and other materials to ensure accuracy, clarity and consistency with company guidelines and standards and customer requirements.▪ Work with business development team and internal staff to gather proposal content and ensure accuracy.▪ Analyze RFP requirements to ensure information is audience focused.▪ Adhere to Enerkem's documentation style guides, standards and processes.▪ Response Compliance: responsible for ensuring that all customer-dictated requirements are met in every submitted RFI/RFQ/RFP (Request for Information/Request for Quotation/Request for Proposal).▪ Develop databases of standard proposal boiler plate, solicitation responses and best practices.▪ Lead win/loss analysis.
EDUCATION	Bachelor in Engineering, Business Administration or related field
EXPERIENCE	<ul style="list-style-type: none">▪ Five (5) years of professional experience as a Proposal Writer preparing RFP/RFQ and business case proposals.▪ Five (5) years of experience writing RFP/RFQ and business case proposals and managing business capture teams.▪ Five (5) years of experience working with MS Office in a professional environment.
OTHER ABILITIES	<ul style="list-style-type: none">▪ Communication skills for conveying strategies, differentiation factors and compelling customer value.

If this position is of interest to you, please submit your resume to careers@enerkem.com and indicate the position and related reference number. Thank you.