

Marketing & Proposal Coordinator

Responsibilities

- Compile and write/edit qualifications material such as resumes, projects sheets into required format
- Coordinate the response to client requests for proposals and statements of qualifications
- Provide technical editing and proof reading
- Provide comprehensive proposal
- Provide system data maintenance
- Organize meetings and logistics, and prepare meeting notes

The positions require excellent verbal and written communication skills, with an emphasis on the ability to organize and present design information to our clients.

Requirements

The candidate should have a BS Degree and 1-3 years of experience in the preparation of proposals for the Architectural/Engineering Industry. Proficiency in preparation of SF330, SF254/255, and NY/NJ Agency Forms for MTA, CUNY, SUNY, DASNY, SCA, PANYNJ, NJT, etc.

- This position requires a person who can work independently and as a team player with the ability to work with people at all levels.
- Position requires proficient writing, typing and editing skills and the ability to develop proposals and deliverables in Microsoft Word, Excel and presentations in PowerPoint.
- Strong interpersonal skills are required to effectively foster and maintain relationships and meet proposal deadlines.
- The individual must have the ability to work overtime on short notice.
- The person in this position will assist in the creation of effective proposals and collateral material to support client service professionals in strategic initiatives, new business acquisition, and current client retention.
- This person will be instrumental in the development, production, and distribution of materials to ensure quality of the finished product while meeting client schedules and demands.