



Example of Proposal Specialist Job Description

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Our growing company is looking for a proposal specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for proposal specialist

- Works with client service professionals to develop proposals that specifically address the needs and interests of each prospective client
- Drafts content and/or works with client service professionals to write responses to unique proposal RFP questions
- Writes persuasive content to customize a document for a specific prospective client
- Assembles proposal boilerplate to create appropriate proposals for specific services within various industries
- Manages timelines carefully and is capable of serving as a project manager for proposal opportunities, keeping the team and document on task to deliver a complete and final document on time
- Identify opportunities for improvement in both the quality of our responses and the efficiency of the response process
- Consistently follow defined processes for use of the RFP KnowledgeBase (KB)
- Ensure on-time delivery of each submission according to recipient's requirements for electronic and/or hard copies
- Lead the sales proposal process from opportunity identification through the successful hand-off to OTR (Order to Remittance), ensuring full compliance with all Policy 5.0 processes
- Track key dates and submission deadlines to ensure that proposals are delivered on time

Qualifications for proposal specialist

- Bachelor's degree preferably in marketing, public relations, journalism or related field
 - Proven track record in understanding customer needs and then developing and delivering content tailored to their needs
 - Ability to accurately proofread and make appropriate corrections or recommendations
 - Flexibility to meet deadlines and work extra hours where required
 - Team player with the ability to connect and engage with all levels in the business and flex communication style to suit these varying audiences
- Employee EHS Responsibilities