



Example of Proposal Specialist Job Description

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Our company is looking to fill the role of proposal specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for proposal specialist

- Present projects to Leadership Team for discussion and approval prior to quotation via the Deal Strategy Review process
- Generate the final proposal document with approved deviations/language as required
- Support technical or commercial discussions with customer
- Support sales during customer negotiations when appropriate
- Conduct formal R3 reviews to identify and handover execution requirements/documents
- Business Relationships – Sales Front Office Team focal point for providing price and delivery information
- Sales Process – Expedites customer orders and verifies accuracy to ensure on-time delivery
- Customer – Sales Manager, Account Manager, Solution Consultants, Sales Engineers
- People Management – Manage personnel time and work flow to meet establish goals
- Adhere to the P&E Standard Operating Procedures

Qualifications for proposal specialist

- CFA or other professional financial qualification or equivalent knowledge would be advantageous

- Bachelor's degree in marketing, communications, business, English, related field or equivalent experience required
- Minimum of 3 years of related project management, persuasive writing, and/or sales and marketing experience
- Ability to work independently collaboratively with a team
- Bachelor's Degree in business, finance, marketing, computer science and/or related field or equivalent experience