



# Example of Proposal Specialist Job Description

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Our company is looking for a proposal specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for proposal specialist

- Identify Packages / Equipment from other Business Units, Advanced Solutions, Building Solutions, and engage the proper Business Units to obtain Technical and Commercial offers
  - Respond to post-proposal technical queries/clarifications and update the proposal, if necessary
  - Prepare booking package as per the P&E SOPs when project is awarded
  - Participates in client planning with pursuit leaders and operations partners
  - Develops and tracks action items and schedules to keep the pursuit plan moving forward
  - Leads and conducts market research, competitive analyses, on leads, opportunities, clients, projects and competitors
  - Understands all aspects of our business, including what services we offer, our attention to Client Focus, Operational performance, Technical Knowledge & Innovation and Health & Safety
  - Coordinates with Corporate Marketing/Communications (MarComm) group for development and management of general marketing collateral, handouts, promotional materials, as needed
  - Understands all aspects of our business, including what services we offer, our attention to Client Focus, Operational Performance, Technical Knowledge & Innovation (TKI) and Health & Safety
  - Develop and prepare complex cost proposals in response to customer requirements
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- Demonstrated asset management proposal experience, preferably in a global environment
- CFA or other professional financial qualification or equivalent knowledge
- Above average verbal and written communication skills, plus strong proofreading skills
- Bachelor's Degree in Engineering/Law or related technical field from an accredited university or college
- Minimum 5 years of experience in industry-related commercial and/or technical role
- Ability and willingness to travel as required (up to 30% of the time)