



Example of Proposal Specialist Job Description

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Our innovative and growing company is hiring 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

- Assist technical Staff in completing budget realignments and costed modifications
- Prepare supporting documentation for long- and short-term cost proposal submissions, including budget narratives, certifications, financial information
- Provide cost advice to proposal teams in conjunction with proposal objectives
- Present draft proposal budgets for cost proposal reviews and prepare briefings for Senior Management review
- Refine budget templates and narratives as necessary
- Assist in development and enforcement of compliance with the company's cost and pricing processes and procedures
- Facilitate trainings to staff related to cost and pricing and business compliance
- Perform other duties as requested by the Director of Cost and Pricing or the Vice President of Operations
- Coordinate and prepare in proposal document production (printing, binding, CD creation, shipping,) and coordinate research for proposals
- Coordinate and work with in house scientists regarding study designing, protocol generations and report preparations and review for clinical services (Bioavailability and Bioequivalence and other Clinical trials)

Qualifications for proposal specialist

- Bachelor degree in the field of the job such as Industry Automation,

- 3 - 5 years field equipment experience
- Industrial application experience
- Team leadership and / or project management experience is beneficial
- A good knowledge of products and solutions available in the Automation market