



Example of Proposal Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of proposal specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for proposal specialist

- Evaluate feasibility to perform specific studies in regards to clinical conduct, bio-analytical and statistical capabilities of Frontage
- Contribute to business development initiatives, proposals/quote generation, responses to RFIs, RFPs and bid defense presentations
- Identify, develop and implement good business practices that will streamline Frontage's contracting and business practices
- Reviews robot configuration requirements specifications to determine feasibility and compliance
- Develops accurate cost calculations
- Prepares written proposal document to be sent to the customer as a legal tender
- Participates in cross-functional proposal review meetings
- Works with delivery team for costing optimization and continuous improvement
- On-time completion of proposals according to sales team requirements
- Complies with Table of Authority approval processes for cost, price and risk reviews

Qualifications for proposal specialist

- Should be able to work with others in a team environment
- 0 - 3 years experience which can be in process automation, Electronics,

- Process improvement mindset and attitude
- Persuasive, positive and enthusiastic
- Desire to learn quickly and think independently