

27 May 2021

Job Posting – Proposal Specialist

When you think about being creative, you think about writing. Perhaps you have a background in creative writing or English or even history and never thought about how this could translate to a professional career. Imagine applying your writing skills to a technical engineering firm. Don't be intimidated – we'll support and train you with respect to the technical aspects of the job. The key here is that you are passionate about writing and supporting a growing team!

We're [Aercoustics Engineering Limited](#), and this is where you belong.

Aercoustics is an award-winning, national leader in consulting engineering services in the field of acoustics, noise and vibration. We work on varied and challenging projects, from noise reduction in transit systems, to world-class performance spaces for the Royal Conservatory, to the research and development of tools that are changing our industry.

As we've built our industry expertise, we've also cultivated an "Outrageous" culture based on trust, performance, and investment. This didn't happen by accident. We're a small team of professionals who are passionate about what we do, and we've worked hard to grow and maintain this culture. Now we're looking for a talented individual to join us as a Proposal Specialist. We are looking for someone who is passionate about writing and can work in a team to build high quality proposals. We are hoping our search ends with you.

Overview of Opportunity

This opportunity will appeal to an individual who has strong writing skills and a desire to grow and learn. Our team will provide all the necessary training and support to help you write strong technical proposals to help us win projects. We are seeking a dedicated, full time Proposal Specialist to support our business development activities.

Specifically, you will be responsible for reading and extracting information from Requests for Proposal (RFPs) and gathering information from other team members. This information will be used to write proposals, which will include tailored budgets and scopes of work for each opportunity. You will also interface and liaise with clients to understand their specific needs and ensure that our proposals address these needs.

In addition to this, you will support the business development team by qualifying proposal requests, finding requests for proposal, and supporting the Client Relationship Management (CRM) administration. You will also support our team in developing

presentations, support marketing initiatives and social media management. You will also provide general support to our administrative team on an as needed basis.

This is a full-time, permanent position based in our bright, modern Mississauga office. We try to accommodate a strong work-life balance at our company and as such, hours are flexible within the requirements of the post. We focus more on your outcomes than the minutes you clock. You'll be trusted to manage your time to maximize your impact and to also make yourself available for meetings and other internal events as needed.

Qualifications

The successful candidate will have excellent communication skills. You should be self-motivated and eager to learn about our many fields of expertise and long history of exciting projects.

“Must-Have” qualifications:

- As the best-fit candidate you are a smart, personable, versatile professional.
- College or University Degree.
- Ability to stay focused and calm in meeting tight deadlines on an ongoing basis.
- A keen eye for aesthetics and detail will be important.

“Nice to Have” qualifications:

- Direct experience in the Architecture, Engineering Consulting Industry.
- Experience with Adobe Creative Suite (InDesign and Photoshop) is an asset.

Why join Aercoustics?

Our team is talented and ambitious. You'll appreciate the shared impetus to consistently do your best work. We're also a values-driven group, and we hold one another accountable. You'll fit here if you resonate with our values. Here are a few of them, taken from our Charter:

- **Make it fun** – we love the work we do, and the team we work with. We have intentional social events, and unintentional daily laughs. We take our work seriously without taking ourselves too seriously.
- **We're in it together** – when one person is busy, the team steps in to help. When someone messes up, they get help without judgement. We're a supportive team, from the president to the newest co-op.
- **Innovate, Solve, Repeat** – Every client requirement has its own nuance. As such everyone in the firm is tasked with making sure the work they produce, whether it is an engineering design, corporate policy or proposal, is pushing at the cutting edge so it helps solve a client need.

While your primary role will be proposal writing, there will be opportunities to grow and participate in various business development and sales management activities

Compensation

We offer a competitive salary and performance bonuses according to our compensation framework. Once you're comfortable here, you'll have the opportunity to increase your salary as you exceed your clear targets. We also offer benefits, including life insurance, dental and medical coverage.

How to Apply

If you believe that you would be a good fit for this position and our company, please apply by sending a cover letter and your current resume (can include relevant examples of previous work) via email to: PaulaA@aercoustics.com

We value diversity and inclusion and encourage all qualified people to apply.

Make sure to explore our company's website at www.aercoustics.com or our social media accounts on Facebook, LinkedIn, and Twitter (@aercoustics).

We will review applications as they are received, **with priority given to those who provide a cover letter and resume**. No solicitation calls. We look forward to hearing from you. Only those selected for an interview will be contacted.