

Proposal Specialist

Aercoustics Engineering Limited, founded in 1974, is a national leader in providing consulting engineering services in the field of sound and vibration. We are a mid-size, vibrant, talented, and fun loving company that celebrates our success and continued growth – recently with a brand-new, accessible office space. We aim to foster a collaborative and supportive work environment, providing opportunities for professional development and room to grow. Aercoustics prides itself on sponsoring various team building events throughout the year, such as lunches, table tennis, and golf days.

We are seeking a dedicated, full time, Proposal Specialist to support our business development activities. Your role will focus on the following key areas:

- Responsible for proposal writing and delivery including developing budgets and scope of work tailored to each proposal.
- Interface and liaise with clients to understand their needs and ensure that proposals are tailored to the Request for Proposals or specific requirements as outlined by the clients.
- Support business development team by qualifying proposal requests, finding requests for proposals, and Client Relationship Management (CRM) administration.
- Support our team in developing presentations.
- General support for the administrative team.
- Support our marketing team in developing material for award submissions, conferences, tradeshow, and other industry events.
- Social media management.

What you bring:

- As the best-fit candidate you are a well educated, smart, personable, versatile professional with 1-3 years' related experience.
- Direct experience in the architecture, engineering consulting industry is an asset.
- Ability to stay focussed and calm in meeting tight deadlines on an ongoing basis.
- A keen eye for aesthetics and detail will be important.
- Experience with Adobe Creative Suite (InDesign and Photoshop).

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

If you have the talent and experience to match our requirements, then let's continue the conversation. Please forward a cover letter and resume to: people.fx@gmail.com

We thank all applicants for their interest but we will only be contacting those individuals who we consider the best potential fit.

We trust that you'll check us out on our website: www.aercoustics.com