

## **Proposal Specialist**

Aercoustics Engineering Ltd.,  
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When you go to a show, you hear more than words and music. You hear the shape of the room, the finishes of the space, and the quiet, and how they create your experience. You hear the hum of the lights and the foot falls on the stage.

You have the potential and/or experience to be a talented proposal writer and are looking for flexibility, challenging work, and a culture that pushes you to be your best.

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

We're 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.

Now we're looking for a talented individual to join us in the evolving role of Proposal Specialist. We're hoping our search ends with you.

### **Proposal Specialist**

Your primary goal will be to assist the Vice President of Business Development, and the rest of the Proposal team with the preparation of proposals for current and prospective clients.

Your primary task will be to work internally with Project Managers, company Principals and others to write proposals (including layout, proofreading, graphics) as well as develop budgets. You will also liaise with clients to understand their needs and ensure that proposals are tailored to the Request for Proposals (RFP) or specific requirements as outlined by our clients. At the same time, you'll support the business development team by qualifying proposal requests, finding requests for proposals and Client Relationship Management (CRM) administration. Other duties will include developing presentations for the Sales team, general support for the Administrative team, assisting our Marketing team in developing material for award submissions, conferences, tradeshow, social media and other industry events.

Your proven writing ability, attention to detail, strong communication skills and agile learning style are critical to success in this dynamic and fast-paced environment.

There's a lot of variety in this work, and every proposal will present new challenges. There may be multiple ways to present a proposal to a client, so we encourage our people to think creatively and use their professional judgement. The work is engaging and fresh every day.



## Working @ 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 student.
- **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 engineering design, corporate policy or proposals, is pushing at the cutting edge so it helps solve a client need. In terms of this role, it means using new and creative ways to promote our experience, highlight our innovative approach and underline our industry differentiators.

## The Details

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 for meetings and other internal events as needed.

We offer a competitive salary and performance bonuses. Once you're comfortable here, you'll have the opportunity to increase your salary as you exceed your clear targets. We also offer benefits, life insurance and a healthcare spending account.

## Qualifications

Here's our list of "must-haves:"

- Smart, Personal and Versatile
- College or University Degree
- 1 – 3 years of related experience is an asset, however not required
- Experience working in integrated, cross-disciplinary teams
- Ability to remain focused and calm while concurrently managing multiple tasks with tight deadlines
- Experience with Adobe Creative Suite (InDesign, Photoshop, etc.)



Here are our “nice-to-haves:”

- Direct experience in the Architecture, Engineering consulting industry is an asset.
- Experience preparing technical proposals and budgets.

### **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) to our Vice President of Business Development via email at [AnthonyR@aercoustics.com](mailto:AnthonyR@aercoustics.com)

We value diversity and inclusion and encourage all qualified people to apply. If we can make this easier through accommodation in the recruitment process, please contact us directly via email at 416-249-3361 or via email at [PaulaA@aercoustics.com](mailto:PaulaA@aercoustics.com)

Make sure to explore our company’s website at [www.aercoustics.com](http://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 complete the full assessment.** No solicitation calls. We look forward to hearing from you.

