

RFP/Proposal Writer

COMPANY SUMMARY

Are you ready for an exciting career with a technology firm that is working on cutting-edge products that continually sets the bar for the competition to follow?

Then come join the geoAMPS team and be part of a software-product organization that has a cool work culture, great work atmosphere and amazing growth potential. We are currently hiring an **RFP/Proposal Writer** for our office in Powell, Ohio, and we would love to talk with you about your work experience and career objectives.

geoAMPS is the market leader in providing software solutions to manage land rights and infrastructure assets. geoAMPS was founded on a simple notion: offer the best technology solutions while forming lasting relationships with our clients. We are pushing the industry forward by bringing state-of-the-art technology, increased communication and quicker project completions for our customers.

JOB SUMMARY

The **RFP/Proposal Writer** will be responsible for preparing proposals by determining concept; gathering and formatting information; writing drafts; obtaining approvals.

PRIMARY RESPONSIBILITIES

- Determines proposal concept by identifying and clarifying opportunities and needs; studying requests for proposal (RFPs); attending strategy meetings.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation; writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data; coordinating requirements with contributors; contributing proposal status information to review meetings; transmitting proposals.
- Organize and assist with demonstrations of geoAMPS products.
- Obtains approvals by reviewing proposal with key providers and project managers.
- Partner with Sales team to create accurate, persuasive, and strong responsive documents.

SKILLS/EXPERIENCE

- Must have 3 plus year's work experience in RFP proposal writing
- Clear and concise written communication skills
- Strong presentation skills
- Deadline-Oriented
- Technical Documentation
- Layout/Graphic Design knowledge
- Strategic Planning
- Able to work well in high-pressure situations
- Must be able to work well within a team environment
- Knowledge in the market is a plus

EDUCATION

- Undergraduate degree in English, Marketing, or similar.

WHAT IS IN IT FOR YOU

- Being an integral part of a dynamic, growing company that is well-respected in its industry
- Competitive pay based on experience
- Medical, dental and life-insurance benefits

***You must be legally entitled to work in the United States in order to apply for this position. geoAMPS is an equal opportunity employer.**