

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 a **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 **Proposal Writer** will be responsible for coordinating and executing all aspects involved in responding to a "Request for Proposal" (RFP). This individual will provide technical support on all facets of the bid with a primary focus on the thermal aspects, ensure that the solution proposed is complete and appropriate, gather and format information; write and review drafts; and obtain approvals. He/she will also be responsible for managing staff to meet all deadlines; helping improve quality and productivity; and tracking department metrics.

PRIMARY RESPONSIBILITIES

- Source and qualify potential bid opportunities
- Review bid request documents for scope gaps, and legal or business concerns
- Determine overall proposal strategy/approach, and communicate with the team
- Create accurate and persuasive proposal documents.
- Develop proposal content including: cover letter; executive and proposal summaries; implementation timeline and methods; staffing plan; budget; functional and technical requirements; appendices; etc.
- Collaborate with team members to assemble proposal materials
- Write and edit proposal drafts, and review other staff members' work
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review and approval
- Obtain approvals by reviewing proposal with key providers and project managers
- Develop and/or maintain department procedural documentation, including: Standard Operating Procedures (SOPs), tracking metrics/Key Performance Indicators (KPIs), etc.
- Review current departmental processes to identify potential areas to improve quality and productivity at both the individual and department levels

- Provide oversight of department's priorities, and work with staff to complete tasks on time and of high quality
- Candidate should understand that it is required for the **Proposal Writer** to work from our Headquarters location in Powell, Ohio.

SKILLS/EXPERIENCE

- 5+ years of bid management
- Verbal and written communication skills
- Problem solving skills
- High degree of proficiency with advanced features of the Microsoft Office Suite (Word, Excel)
- Above average facilitation, organization, and project management skills
- Ability to work under strict deadlines
- Ability to work with people across many different parts of the business
- Knowledge in the market is preferred, but not required
- Bachelor's degree or applicable experience in relevant field
- Experience with developing and delivering status updates
- Layout/graphic design knowledge 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, vision and life-insurance benefits
- Paid time off and Holidays

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