



NA Engineering Associates Inc.
Proposal Lead

Job Title: Proposal Lead
Department: All
Location: Stratford
Position Type: Full Time
Reports to: Managing Partner

Summary

Proposal Lead would assist in the management and preparation of complex multidisciplinary engineering proposals for various sector clients at NA Engineering Associates Inc. Qualified candidate reviews RFPs, RFQs, RFIs, including dissecting them and building compliance matrices, supporting win strategies and story boards when necessary. Develop and prepare proposal documentation, including proposals, resumes and other related materials, includes monitoring changes to solicitation and adjusting work accordingly. Ensure proper formatting, version control and standards are used in submission documents. Work with others to ensure that information submitted is accurate and compliant. Create/support and track the deliverables required during transition for new projects.

Essential Duties and Responsibilities

- Assist in managing the entire life cycle of proposal, from the issuing of RFP documents to the submission and follow up of the proposal;
- Communicate with clients and participate in site visits/meetings
- Participate in the development of winning proposal strategies;
- Co-ordinate multidisciplinary teamwork efforts and document production with offices. Including London, Kincardine and Markham;
- Collaborate in proposal writing and pricing;
- Ensure proposal document meets RFP requirements;
- Ensure consistency between technical and financial proposals;
- Maintain high quality standards for proposals (content and presentation);
- Manage proposal preparation timelines to ensure that deadlines are met;
- Control proposal preparation costs.

Qualifications/Requirements

- Superior communication, organizational and project management skills;
- Ability to work independently as well as part of a team;
- Knowledge of engineering services an asset;
- Capacity to work effectively under pressure, within deadlines and short time frames;

- Available for overtime when needed;
- High technical writing skills;
- High interest and skills for document preparation in a sales context (care for text clarity, visual aspects, details, etc.);
- Experience with the Canadian Nuclear Industry and within a large professional services company an asset;
- Advanced proficiency in MS Office. Knowledge of project management software and organizational chart design software;
- Familiarity with Adobe InDesign an asset

Education

Bachelor's degrees in Business Administration, Communications, or Marketing.

Candidates who have Engineering and/or Technician backgrounds along with strong coordinating skills will be considered for this position.

Years of Experience

4 years of relevant experience;

At least 2 years of related experience in proposals, preferably for a consulting engineering firm.

Strong candidates will possess prior knowledge of the consulting engineering services that they'll be marketing. Proposal Lead must have experience reading and analyzing requests for proposal (RFPs) and requests for quotation (RFQs). Candidates need to possess exceptional organization, grammar, proofreading, and spelling abilities. They must also be able to work in deadline-driven environments and work with teams to complete projects.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services. Continually works to improve supervisory skills.

Cost Consciousness - Works within approved budget; Contributes to profits and revenue; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Strives to increase productivity; Works quickly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Certificates Licenses, Registration

None required

Other Qualifications

Own a car and have insurance for 2,000,000.00.