



# EVANS

## DESIGNS & EQUIPS MISSION CRITICAL OPERATIONS

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### **POSITION TITLE:**

Proposal Writer (Bid Specialist)

### **LOCATION:**

Calgary Alberta Canada

### **REQUIREMENTS:**

The Bid Specialist must have the ability to work on multiple simultaneous bids and have excellent MS Office skills including the ability to work with various file formats. Strong verbal and written skills are required and an APMP accreditation at the Foundation Level is a plus.

- 1) Strong English written & verbal skills
- 2) Contract & Bid preparation/writing skills
- 3) Project Management/Coordination experience an asset
- 4) Experience with USA Federal Programs domestically and internationally an asset.
- 5) Must be able to technically understand Evans Products.
- 6) Technical writing background is required
- 7) Organized
- 8) Motivated

### **PRIMARY FUNCTION:**

The Bid Specialist works with Project Managers to produce compliant, compelling, and competitive bids. Upon receipt of bid information from Proposal Managers, the Bid Specialist configures the company template to meet customer requirements and uses bid-specific information, company-level information, and terms and conditions to create the draft proposal for management and executive review. Upon approval, the Bid Specialist reviews the document for quality and produces the bid in electronic and/or hardcopy format.

### **EDUCATION/SKILLS/ COMPETENCIES:**

- Post-secondary education, preferably with a technical diploma or University Degree
- 3-8 year's- experience in a related Sales or Marketing field
- Architectural background is considered an asset

### **RESPONSIBILITIES:**

- Manage and facilitate formal bid activity.
- Assist Proposal/Project Managers in providing compliant information.
- Interface with clients and sales as primary communication and contact point for all formal bids.
- Develop corporate bid templates & tools
- Develop a database of best practices.
- Provide updates to all company specific templates.
- Develops new bid initiatives according to company objectives.
- Maintain and execute all Subcontractor/Vendor Prequalification questionnaires.
- Provide assistance to Marketing department when required.

### **APPLICATION PROCESS:**

If you are qualified, interested or know of someone who could be interested please contact **HUMAN RESOURCES** at [careers@evansonline.com](mailto:careers@evansonline.com)

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