

Job Description

PROPOSAL COORDINATOR

EXEMPT (Y/N):	Yes	LOCATION:	Corporate Office, Sacramento
HOURS:	Variable, Minimum 40 per week	DEPARTMENT:	Marketing/Business Development
SALARY RANGE:	\$70K - \$90K	SUPERVISOR:	Marketing Director

SUMMARY: The Proposal Coordinator is responsible for coordinating and implementing the preparation of statements of qualifications and proposals, interview presentations, and resource materials to create winning pursuit deliverables for a variety of services and business sectors. As part of the marketing team this person will collaborate with different departments and staff of all levels including outside clients, architects, and consultants. This individual remains active in the Architect/Engineer/Consultant marketing community and keeps Otto Construction involved with local and regional business affairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to those listed below. These duties describe the minimum responsibilities of this position and are subject to change to accommodate the needs of the company.

- **Proposal Writing** – Respond to RFQs and RFPs in a professional, timely, and accurate manner that reflects the qualifications, experience, and history of Otto Construction.
- **Leadership** – Lead and coordinate all phases of the proposal process from go decision through interviews. Collaborate with internal and external team members to create all pursuit-related deliverables and information.
- **Graphic Design** – Develop marketing materials including brochures, presentations, and proposals that are in line with the company's branding guidelines.
- **Organization** – Coordinate and prepare teams for project interviews and presentations.
- **Quality Control** – Perform research or information-gathering as required to resolve issues, and support efficiencies to improve the overall pursuit process.
- **Research** – Support business development efforts in acquiring new business by researching opportunities to expand our client list.
- **Bid Runner** – Able to communicate clearly over the phone with Estimating and follow bid instructions to deliver time-sensitive bids.
- **Professional Development** – Is interested in advancing marketing and business development skills by attending industry events and getting involved in other business-related activities.

SKILLS & EXPERIENCE

- **Technical** – Adobe Suite (InDesign, Illustrator, Photoshop), Microsoft Office (Outlook, Word, Excel, PowerPoint).
- **Time Management** – Punctual and highly dependable with the ability to multi-task, collaborate, self-motivate, and organize. Ability to make efficient use of time to meet proposal deadlines and complete tasks in a timely manner.
- **Detail Oriented** – Ability to pay close attention to all the small particulars when working on a prequalification or proposal to ensure compliance with all requirements.
- **Proficient writing** – Must be a skilled writer and able to effectively communicate highly technical concepts, terms, and processes to varying audiences.
- **Communication** – Ability to establish good relations with project partners (architects and engineers) and all levels of fellow employees; involved in industry-related organizations.
- **Strategic** – Ability to support the department and company goals.
- **Teamwork** – Is enthusiastic, creative, humorous, motivational, flexible, and professional. Ability to work well with others and achieve team goals.
- **Background** – Strong knowledge of the A/E/C industry and regional issues.
- **Driven** – Takes initiative and works effectively when it comes to meeting multiple project deadlines under tight time constraints. Performs all listed responsibilities with minimal oversight.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in business administration, technical writing, construction management, marketing or communications and 3 - 5 years progressive experience in business management related activities.

LANGUAGE SKILLS:

Ability to read and interpret documents such as Requests for Qualifications, Requests for Proposals, and Bid Instructions. Ability to speak effectively in one-on-one situations with customers and employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written and oral form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license and good DMV record to operate vehicle on company's behalf.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to sit, stand, and walk. The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl. The employee occasionally is required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The work environment described here is representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in outside weather conditions and is occasionally exposed to wet and/or humid conditions, and fumes or airborne particles.

The noise level in the work environment is usually moderate.

NOTE: Otto Construction is a drug-, smoke- and alcohol-free workplace. Drug testing is a requirement for employment.

Otto Construction is an Equal Opportunity Employer.

STANDARD BENEFITS:

- 401(k) Plan with matching contributions
- Health, Dental, Vision, Life and Disability Insurance
- Vacation, Holiday, and Sick Leave
- Profit sharing/incentive plan
- Continued education & industry certifications

Resumes can be emailed to Angel Naranjo at anaranjo@ottoconstruction.com