

Proposal Specialist - 200000C4

My Career. My Company. My Legacy.

At PCL, you are more than just an employee. You could be part of a team that works hard, plays hard, and makes a difference in your community. PCL offers competitive compensation packages, and a chance to be an owner in our 100-percent employee-owned company. We not only reward you financially, but give you challenging assignments and a supportive work environment which promotes personal and professional growth.

Whether you are looking for a corporate or construction career, exciting opportunities are waiting for you. Our people have helped us stand out as a leading general contracting organization, which is why we are always looking for new talent-individuals who can bring innovative solutions and thinking to every project.

We are seeking an experienced **Proposal Specialist** for our **California Buildings** District office located in **Glendale, CA**.

Responsibilities:

- Layout and produce pursuit qualifications, proposals, and presentations with minimal direction and good modern style
- Evaluate narratives for relevance and comprehension; write and edit as needed
- Assist with RFP review process and develop production and tracking tools
- Coordinate and participate in the proposal kickoff / strategy session(s) and planning sessions
- Assist with developing the overall proposal strategy in manner that is compliant with RFQ/RFP requirements/corporate objectives
- Translate proposal 'vision' into compelling proposal layout with effective graphics/text
- Research, plan and create compelling, substantive graphics / visuals for use in proposals and presentations
- Monitor and drive progress to ensure proposal deadlines are being met
- Distribute, track, maintain and manage communication among team members
- Assemble/review responses for compliance, accuracy and content, and participate in review sessions to ensure integrity of documents
- Deliver a high quality, error free submission, on time

Qualifications:

- The successful candidate should possess an undergraduate degree in Marketing, Communication, Journalism, or English or equivalent experience
- Ideal candidate should have 4-6 years in a similar capacity

- Strong communication skills (written, oral, comprehension)
- Must have intermediate to advanced level skill with InDesign and Creative Suite
- Must be proficient in Microsoft Office (Word, Excel, and PowerPoint). Experience with CRM databases (i.e., Deltek, Salesforce) a plus.
- Excellent time management skills and organizational skills
- Ability to prioritize and manage multiple projects
- Ability to grasp technical concepts and processes
- Detail oriented
- Good judgment and problem-solving skills
- Knowledge of California public procurement processes (CSU, UC, County of LA, etc) a plus
- Ability to work with people at all levels within an organization
- Ability to work under tight deadlines
- Willing to assist with other department needs as time allows
- Penchant for creativity and innovation a plus

Working Conditions:

The PCL family of companies are consistently ranked among the best companies to work for, and we aspire to be the most respected builder, renowned for excellence, leadership, and unsurpassed value.

Let us help you build your **Legacy** today.

Equal Employment Opportunity:

PCL Companies are equal employers and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or veteran status

Employee Status

: Regular Full-time

Job Level

: Experienced Professional

Company : PCL Construction Services, Inc.

Primary Location

: United States-California-Los Angeles

Job Posting

: Aug 4, 2020, 5:56:18 PM

Closing Date

: Ongoing

Job

: Proposal Coordinator