

Junior Proposal Coordinator

Location: Surrey, BC
Closing Date: Tuesday, October 31, 2017

COMPANY OVERVIEW

Arctic Arrow Powerline Group (AAPG) is a Canadian owned and operated company specializing in powerline distribution, transmission, and underground cable work. AAPG offers exemplary construction and maintenance services in the power utility sector across Canada and operates out of offices located in Surrey, Cranbrook, Sparwood, Dawson Creek, and Fort St. John in BC and Aldersyde, AB.

As the organization continue to grow, AAPG is excited to find a Junior Proposal Coordinator to assist in the preparation of bids and proposals that focus on powerline installations.

POSITION OVERVIEW

Reporting to the Manager of Proposals and Estimating, this position provides administrative support in identifying potential opportunities, ensuring adherence to bid requirements, preparing submissions, tracking bid awards and maintaining proposal databases.

RESPONSIBILITIES

1. Review tender websites for potential opportunities
2. Facilitate applicable internal business reviews of proposal and client requirements
3. Assist with proposal development activities (i.e. review, quality control, print production, delivery and follow up)
4. Review proposal requests (such as RFP, RFQ, EOI, SOA, etc.), both critically and qualitatively for requirements
5. Compile, edit, and draft standard proposal components in adherence to requirements
6. Compile internal intelligence (such as past history with the client) for proposal decisions and strategy
7. Compile disparate content elements from a distributed group of authors into a cohesive and responsive proposal
8. Draft proposal structures and content to address clients requirements
9. Coordinate, schedule, and monitor proposal preparation (from initial kick-off to delivery and post-submission follow-up)
10. Work collaboratively with other Corporate Services and Proposal professionals while ensuring adherence to requirements under the supervision of the Manager of Proposals & Estimating

QUALIFICATIONS

1. Some related post-secondary education from a recognized institution
2. Some experience in a utility, contractor, construction or similar environment
3. Strong computer skills in programs such as MS Word, Excel, SharePoint & Adobe Pro
4. Good level of financial and contractual acumen would be considered an asset
5. Flexibility to work and coordinate on a variety of complex projects/issues
6. Excellent interpersonal skills with proven decision making competence
7. Excellent planning, organizational, and administrative skills
8. Excellent written and verbal communication skills
9. Ability to build trusting relationships and use discretion and confidentiality
10. Ability to work independently without direction or guidance when necessary
11. Ability to multi-task effectively and meet multiple deadlines

REMUNERATION

AAGP offers a competitive compensation and benefits package for the right individual. If you are ready for the next step in your career, please submit your resume in confidence at www.arcticarrowgroup.com/careers and include your expected annual salary or hourly rate at the top of your resume.

Please note that due to the high volume of applicants, only those under consideration will be contacted. If you have not heard back from us, please accept our appreciation for your interest.