



Proposal Writer & Coordinator

Saskatoon, Saskatchewan

The difference between a good company and a great company is its people. This concept is important to us at Quorex Construction. It is why we value qualities like co-operation, spirit, determination, and drive. We nurture these qualities and we encourage our people to do their best.

We are a multi-disciplined team of professionals who have been in the construction and development business for more than 30 years. Our team serves every client - large and small - with the same level of dedication and commitment. Our projects encompass the commercial, institutional, multi-family, warehouse and industrial sectors in a region continuing to experience economic growth and prosperity. Our communication skills and work ethics are the keys to our "teamwork builds quality" approach.

We require a permanent, full-time Proposal Writer & Coordinator based in our Saskatoon office.

Major duties include the following:

- Review RFPs and weigh-in on compliance and strengths and weaknesses
- Manage the proposal development process including assigning tasks to project team members, following up on feedback, and ensuring all feedback is received on time
- Write and tailor content for all non-technical sections of the proposal and ensure the writing has one voice throughout
- Prepare visuals for proposal submissions, as necessary
- Be responsible for the overall completion and presentation of the proposal submission
- Ensure the timely delivery of proposal submissions per pre-set proposal schedule
- Create and update marketing material including project outlines
- Update proposal databases including tracking sheets and standard content
- Update website content as necessary
- Prepare content (including visuals) for social media channels and respond to requests and comments as necessary.

The successful candidate should have a minimum of 3-5 years relevant experience and possess the following skills and abilities:

- Experience in proposal writing and/or technical writing
- Experience in creating/editing marketing content (case studies, blogs, articles, etc.)
- Good understanding of the proposal process from RFP identification to post-tender activities
- Excellent writing skills
- Excellent communication skills
- Proficient in Microsoft Office especially Word, Excel, and PowerPoint
- Basic knowledge of social media marketing
- Graduate of marketing, business, architecture, engineering, or technologist program.
- Knowledge of CRM and proposal automation is an asset
- APMP Foundation Certification is an asset
- Experience in the construction industry in an asset

Come join a team where integrity, teamwork, quality and client satisfaction are part of our corporate culture. We offer competitive salary, performance-based bonuses, an extensive group insurance plan and a retirement program.

Please forward your resume by Monday, May 29, 2023 to the attention of:

Quorex Construction Services Ltd.
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Saskatoon, SK S7L 6H6
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www.quorex.ca