



**PROPOSAL ASSISTANT**

REPORTS TO:	Proposal Production Manager	DIVISION:	
SUPERVISES:	N/A	DEPARTMENT:	
DIRECT REPORTS:	N/A	LOCATION:	
FLSA STATUS:	Exempt	DATE:	

Wharton-Smith is a construction manager and general contractor specializing in water treatment, education, parks and recreation, sports, municipal, entertainment, and hospitality projects – all the things a community needs to thrive.

The Proposal Assistant provides support in the development of statements of qualification, proposals and proposal presentations. The ideal candidate must have the ability to work efficiently in a fast-paced environment with strict deadlines as well as communicate and interact effectively with varying levels of employees and external clients. Experience in word processing and database management to support the needs of the proposal team are essential.

**Primary responsibilities:**

- Assist proposal team with gathering and developing documents for statement of qualifications/proposals/presentations
- Help maintain project database for use in proposal preparation and reports for management
- Manage and prioritize workload to meet deadlines
- Assist with research and gathering data from pursuit team and technical staff
- Serve as the point of contact for sub/consultant project pursuits. Gather and send requested data to partners as appropriate
- Assist in various administrative duties in support of the proposal process as needed or requested

**Qualifications:**

- Bachelor’s degree in English, Communications, Marketing, Business Administration or related field
- 1 year experience in similar role preferred, preferably in the Architecture, Engineering, and Construction industry (AEC)
- Strong work ethic, extremely detail-oriented, and organized
- Proven ability to work effectively independently and as a member of a team
- Dependable and reliable
- Exceptional communication skills, both oral and written
- Experience in managing multiple, high priority tasks under strict deadlines
- Proficient in the use of MS Word, MS PowerPoint
- Experience in the use of Adobe InDesign a plus
- Graphic design experience a plus