



PROPOSAL COORDINATOR

REPORTS TO:	Proposal Production Manager	DIVISION:	
SUPERVISES:		DEPARTMENT:	
DIRECT REPORTS:		LOCATION:	Sanford, FL
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.

As a Proposal Coordinator, you will have the opportunity to work on a team in pursuit of projects for commercial construction and water treatment construction. You will work with and learn from our proposal managers, business development and pursuit managers, engineering, operations, and estimating staff while compiling, editing, and writing proposal documents.

Primary responsibilities:

- Coordinate with the Proposal Production Manager to compile and track materials for proposals per deadlines, ensuring that client's request for proposals are fully met and following the project through its complete lifecycle
- Assemble proposal documents in various software formats, and work with others to assemble proposal, presentation and marketing documents
- Write and edit project summaries, resumes of project personnel, and other supporting information
- Ensure that the proposal material being presented is consistent with the requirements of the bid or of the potential client and with corporate branding rules and best practices
- Proofread, edit, and standardize proposal text for proper grammar, spelling, comprehension, and style
- Assist in updating and maintaining the project library at proposal, build, and post-construction stages
- Attend project milestone events for assigned projects
- Some travel and overtime may be required

Qualifications:

- Bachelor's Degree in English, Marketing, Communications, Business Administration or a related field from an accredited institution
- 2 or more years of experience creating, writing and editing proposals for a construction, engineering or design firm
- Graphic design experience a plus
- Knowledge and experience within the proposal, qualifications and capture management field.
- Knowledge and experience within the Engineering, Architectural, Construction or Manufacturing industry
- Strong organizational and prioritization skills
- Ability to perform under pressure with multiple deadlines and shifting priorities
- Ability to work on a team to accomplish goals



- Ability to communicate effectively, both verbal and written
- Excellent interpersonal skills; ability to interface with clients, both external and internal
- Strong work ethic and willingness to take ownership for wide-ranging responsibilities
- Ability to work in a fast-paced environment with extreme multi-tasking with multiple deadlines
- Ability to maintain effective working relationships with teammates, clients, and vendors
- Ability to work Monday through Friday from 8 a.m. to 5 p.m. and overtime as needed
- Attention to detail, including proofreading, grammar and formatting documents
- High proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and other applicable tools
- Proficiency in Adobe Creative Suite, in particular the Adobe InDesign application