

**ROKSTAD POWER****Title: Proposal Coordinator****Term: Permanent, Full-Time****Location: Coquitlam, BC****Date Posted: March 13, 2018****Closing Date: Open Until Filled****ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

**SUMMARY**

The Proposal Coordinator will primarily be accountable for coordinating and developing proposals, tenders and qualifications. This individual will coordinate with clients, internal departments and subject matter experts during all stages of the bid life cycle. They will support in sourcing opportunities, gathering information and developing win strategies with the goal of strengthening our proposal content.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for RFP and Pre-qualification preparation and completion ensuring timely and accurate completion of proposal submission;
- Write, review and organize all technical and commercial materials of a proposal. Including tables, exhibits, and attachments, providing graphic/layout assistance to help ensure that a quality proposal is produced;
- Ensure all prepared tenders, proposals and qualification submissions are high quality, compliant and communicate our capabilities and value of service;
- Track submitted bids / proposals and coordinate transfer of knowledge to service delivery teams upon notification of awards;
- Act as a primary liaison with the client during the bidding stage from initial inquiry to the post-bid stage;
- Maintain data in the central customer relationship management system;
- Create and update project profiles and team member resumes;
- Conduct quality assessment of proposal processes / practices and implement continuous improvement;
- Attend meetings with potential customers as part of the bid proposal process;
- Support the sales team developing customized responses to client's Budgetary Proposals, Requests for Information and Requests for Proposals;
- Work with the sales team to understand market positions, competition, current capabilities, culture, and client drivers to effectively create proposal content and promote a competitive advantage;
- Attend and plan events on behalf of the Company, such as conferences, tradeshow, fairs and company celebrations;
- Track and submit financial reporting data as it pertains to bid / proposal requirements;
- Act as subject matter expert for brand standards;
- Assist in creating document template and designing marketing brochure materials
- Coordinating promotional materials – taking inventory, placing orders, collaboration with vendors
- Other duties as required.

### **JOB REQUIREMENTS**

- Ability to understand, explain and respond to requirements of RFQs and RFPs;
- Strong communication and interpersonal skills and the ability to work well with employees at all levels of the organization;
- Ability to manage multiple projects to consistently meet high standards and be attentive to quality;
- Exceptional computer skills including Microsoft Word, Excel and Outlook;
- Strong organizational and time management skills;
- Ability to work in a challenging and sometimes stressful environment with firm deadlines and multiple, concurrent assignments;
- Must be proficient in grammar, spelling, and punctuation and have accurate proofreading and editing skills;
- Excellent formatting, presentation and appropriate use of graphics in work;
- Experience with In-Design an asset;
- Ability to work cooperatively in a team environment;
- SharePoint or database experience an asset;
- CRM experience an asset;
- Ability to work in a deadline driven environment and work extra hours when required;
- Professional demeanor, a self-motivated attitude and highly detail-oriented practices;
- Self-starter and able to work with minimal supervision; an assertive and collaborative leader.

### **EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Post-secondary diploma or degree in Business, Communications, Marketing or similar field;
- Previous experience in a Proposal Coordinator role;
- Demonstrated technical writing experience;
- Experience working in a schedule driven environment;
- Construction industry experience an asset.

### **CORPORATE COMPLIANCE RESPONSIBILITIES**

**We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers’ challenges to deliver unique solutions – you recognize that it’s our privilege to serve customers because without “them,” there is no “us.”
- Focus on what is “important” as opposed to “urgent” – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

**We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

**We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.

## ROKSTAD POWER

- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

### **We take pride in what we do – how we show up is important.**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

### **We stand among the very best – doing it right makes our reputation even stronger.**

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

### **We respect our position in the broader community – act in accordance with our culture and values.**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

## COMPENSATION

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.