

PROPOSAL COORDINATOR - OTTAWA

What defines a world leader - Experience in more than 60 countries, global industry and customer respect, and an international reputation in technology and innovation. As a global leader in Air Traffic Control and airport infrastructure, Intelcan designs, manufactures, and integrates Communication, Navigation, Surveillance and Air Traffic Management (CNS/ATM) products and solutions. Are you a dynamic team player willing to help us drive success in a fast-paced industry? If so, we want to hear from you.

Intelcan is seeking an independent self-starter to join its Business Development team. As a Proposal Coordinator you will play an integral role within the proposal team in the development of large, customer-focused proposals by: generating administration documents, coordinating with multiple departments, obtaining pricing and final assembly of the proposal for delivery.

Duties and Responsibilities

- Determine proposal requirements and its structure based on requests for proposals or other customer documents to ensure compliance and reflect turnkey business solutions
- Edit/write proposal response documents while maintaining corporate format and marketing strategy
- Provide insight for proposal structure and assist in the final preparation/assembly
- Contact and build strong relationships among corporate suppliers to obtain quotes and documentation directly related to customer requirements
- Maintain databases, files and revisions according to company policies and procedures
- Assist the team in enhancing current processes, documentation, templates, etc., as well as develop tools to support efficient templates to facilitate the proposal process
- Other duties, as required

Qualifications and Requirements

- College or University degree in a relevant field (Business Admin) and or a minimum of 2 years similar work experience
- Able to understand, screen and extract business and technical requirements with multiple components
- Advanced skills in MS Office including advanced formatting in Word and Excel, MS Visio, and Adobe Acrobat
- Excellent writing, presentation, analytic and communication skills
- Any Bilingualism or even Multilingualism is a definite asset
- Ability to prioritize multiple tasks and meet inflexible deadlines

We thank all applicants; however only those selected for an interview will be contacted.