

Proposal Coordinator – Vancouver

WHAT YOU'LL DO

As the Proposal Coordinator, you will develop, implement and manage the RFP, RFI, RFQ processes. You will manage internal and external communications and ensure consistency with brand standards and language. You will help to reinforce our Guiding Principles and lead by example in fostering a culture of open communication and genuine collaboration within and across teams.

- Contribute to the identification, development and publication of proposals, tenders and other written documentation requiring professional writing and editing skills.
- Lead in the preparation and submission of quality tender and expression of interest documentation.
- Communicate and collaborate with key internal stakeholders to assist with gathering and managing proposal content.
- Initiates proposal planning process, including review of client requirements, development of proposal responsibility matrix and content outline, creation of timeline/assignments and scheduling of pursuit kick-offs.
- Under minimal direction, completes layout and production of proposal material with a professional and brand compliant style.
- Evaluates narrative for relevance, comprehension and applicability. May write new proposal narratives as required.
- Accurately proofs, edits and rewords text to deliver a high quality, compliant, error-free submission on time.
- Conducts client background research, identifies questions, concerns and potential risks to inform the 'strategic visioning' and proposal planning stage of the process.
- Support and drive development and continuous improvement of best practices and templates, data platforms, and style guides

WHAT YOU'LL BRING

- 3-5 years of experience in a generalist marketing role with a focus on proposals
- Post secondary education in Marketing, Communications, Journalism, Technical Writing, or Business Administration
- Experience in the development, design and construction industry is a strong asset
- Experience working within a professional services or business-to-business environment
- Experience with RFP, RFI, RFQ compliance and quality assurance
- Strong creative writing skills
- Self-directed and takes ownership
- Proficiency in Microsoft Office Suite, Adobe InDesign and Adobe Acrobat and desktop publishing applications
- Proven knowledge of marketing concepts/strategies and how to partner with the business Ability to work in a small and nimble marketing Team with ability to develop broad reach connections across multiple internal sectors
- Excellent time/task management and execution skills
- Understanding of technical language and documentation

A LITTLE BIT ABOUT US

Omicron is one of the largest integrated development, design and construction firms in Western Canada, providing solutions to clients in the Industrial, Institutional, Building Renewal, Commercial, Retail and Residential sectors.

Omicron was established in 1998 by people who believed real estate strategists, architects, interior designers, engineers and builders could work as one unified team to deliver a better experience throughout each step of a building project. In an industry driven by antiquated practices and procedures, we continuously search for **a better way** of delivering projects by questioning convention and actively supporting our team through the systemic challenges of the building industry.

Omicron was borne on the idea of inclusion: actively inviting different voices to the table and ensuring all ideas are considered, enabling a meaningful process and comprehensive decision-making. Through this philosophy, we created our values and guiding principles for both ourselves and those we work with:

We spark curiosity. Bring your passion. Get involved, ask questions, and unleash your potential.

We show courage. Have the confidence to be heard. Challenge convention and be willing to be challenged.

We value respect. For ourselves, others, and our planet. Seek to include and cultivate a culture of support.

We create connections. Embrace differences and build trust. Diversity drives our innovation.

We are one. Our commitment to each other is our superpower. Together, we persevere and thrive.

Our vision is to create meaningful contributions to our communities, protect our planet, and enrich the human experience. **Our mission** is a better way of delivering buildings that redefines the design and construction process.

We have been a winner of Canada's Best Managed Companies program since 2009, maintaining Platinum Club member status since 2015. This program recognizes companies that implement world class business practices and create value in innovative ways.

We have a distinctly entrepreneurial culture and are a tech-forward, innovative, sustainable, and award-winning organization focused on success for clients and staff alike.

THE PERKS WE OFFER

- Work-life balance – enjoy flexible/hybrid work and 3 weeks of vacation!
- Wellness package including comprehensive group health and dental benefits, a Health Care Spending Account, an Employee Assistance Program (EAP), and Fitness Program
- Continuing education opportunities to support your career goals
- Parental leave top-up program for new and expecting parents
- Social events like our Grouse Grind BBQ, themed quadrant parties, and impromptu celebrations!
- Being a part of the community through volunteer and fundraising activities
- Convenient location – be steps away from restaurants, shopping and transit
- Corporate discounts and cashback incentives
- And more!