



RFP / Proposal Writer

- Brampton, Canada
- Full-time

Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

Job Description

Overall Responsibility

The RFP Writer will play an active role in responding to RFPs, developing and customizing written proposals, and developing and customizing PowerPoint presentations.

Core Job Duties

- Research, author and edit responses to specific questions contained within RFP's. Often this will require a strong ability to work autonomously in order to complete a specific question.
- Partner with team to create accurate, persuasive, and cogent responsive documents.
- Serve as the responsible leader in facilitating responses from the RFP response team assembled for each project
- Possess a high level of responsibility, drive, and self-motivation to meet very specific RFP response deadlines as set forth by clients.
- Identify and research non-standard requests - develop responses as needed.
- Be responsible for maintaining the RFP proposal database.
- Keep the proposal database current, on-message, well-written and accurate. Act as liaison regularly with subject matter experts, IT, to revise and improve answers in the proposal database.
- Further develop, update, and create useful supporting documentation for responding to RFPs and proposals.
- With input from management, review and update proposal templates and accompanying standard presentations.
- On proposals, provide primary writing or editing support, crafting benefits-driven proposals that are accurate, detailed, persuasive, and responsive to client needs.
- Help author and / or refine custom PowerPoint slides for meetings.

Qualifications

- BA in English, Marketing, or similar field
- 4+ years' experience preferably in proposal writing, editing, or marketing role
- Ability to work in a project-based team environment with continuous cooperation and interaction with various team members on a daily basis
- Technology savvy and highly organized; ability to maintain confidentiality
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint) and Adobe In Design.
- Ability to manage multiple priorities, research, compile, and analyze data; deliver results under pressure, make decisions, write persuasively, and technically; present to diverse audiences; creatively solve problems; negotiate win-win conflict resolutions.

Additional information

All information will be kept confidential according to privacy guidelines.