



PROPOSAL COORDINATOR

Job Description

B&F Contracting is looking for a Proposal Coordinator to join our marketing team to support the firm's business development efforts company wide. The Proposal Coordinator will be an enthusiastic team player who can adjust to a variety of working styles. Specific responsibilities will include:

- Heavy Civil Construction and Engineering background preferred specifically related to the Proposal and Submittals process.
- Minimum of 4 to 6 years in this type of role, or similar.
- Strong understanding of the overall Pursuits Process, with emphasis on ADPM (CMAR/JOC).
- A firm understanding of meeting 'critical deadlines.
- Experience in working closely with Senior-Level Directors, Project Managers and Key personnel in a collaborative and proactive environment.
- Regular and ongoing updates to the pursuits team, (which this role will be a key part of), on any/all updates related to current pursuits.
- Keeping key Pursuits personnel informed of new pursuit opportunities.
- Lead the production of different practice area proposals, prequalification packages and creation of branded PowerPoint presentations and interview materials.
- Write thoughtful and tailored content for proposals and interviews.
- Develop client interviews and presentations.
- Update and maintain project descriptions, resumes and staff biographies.
- Provide research and support for business development efforts.
- Participate in internal client development and marketing meetings.
- Provide marketing and business development-related administrative duties.
- Attend conferences and networking events, as needed.
- Performs all other duties relevant to the position as required. • Must have strong working knowledge of Adobe Illustrator, InDesign and Photoshop.



Job Qualifications:

- Bachelor's degree in Marketing, Business, Communications, English, or a related field.
- Minimum five (5) years of experience in marketing and/or writing (7-10 years preferred), or equivalent combination of education and experience in the Civil Construction industry will have preference.
- Experience in the Architecture/Engineering/Heavy Civil Construction industry is strongly preferred.
- Graphic design or publication design skills a plus.
- Coordinate, track projects, due dates, and critical paths relating to overall Proposals Pursuits in support of the Strategic planning and development team.

Required Knowledge and Skills:

- A strong writer with editing and proofreading skills
- Able to communicate efficiently and productively
- Able to adapt to a fast-paced environment
- Highly accountable and able to prioritize and meet deadlines
- Detailed oriented and have the ability to multi-task
- Able to understand and carry out complex technical oral or written instructions
- Proficient in Microsoft Office: Word, Excel, PowerPoint, Access, etc.
- Proficiency in Adobe InDesign is a plus

Physical Requirements/Working Conditions:

- Ability to sit continuously.
- Must be able to reach above shoulder level.
- Ability to twist/turn upper body.
- Able to use hands/arm repetitive action for fine manipulating, keyboarding, and typing
- Ability to lift up to 20 pounds.
- Equal Opportunity Employer.
- Must have reliable transportation and live in the greater Phoenix, AZ area.

Job Type: Full-time

Send Resumes to hr@bfcontracting.com