



ETEK LLC is built on our commitment to hire highly qualified and motivated professionals to meet the requirements of our customers, stakeholders, partners, leaders, employees and the science, engineering and technology communities we serve.

Job Title: Proposal Coordinator

Position Location/Zip Code: Baltimore, MD 21228

Description:

As part of the proposal team, the Proposal Coordinator role requires a combination of project management and administrative detail. This role plays a key part in a larger, collaborative Business Development/Lifecycle Management . The Proposal Coordinator is well organized and constantly sharing ideas and self-motivated.

- Assume a lead role in creation of RFI/RFP/RFQ responses ranging from standard qualifications to compliance matrix
- Manage lifecycle RFI/RFP/RFQ submissions from receipt to submission, while maintaining RFI/RFP/RFQ
- Work with Proposal Manager to interpret, edit and integrate contributors' feedback into the proposal submission
- Communicate proposal progress and activities to the internal proposal review team
- Coordinate deadlines with multiple teams (Capture, Technical, Pricing, DTP/Graphics)
- Responsible for maintenance of library boiler plate information, technical content, and color reviews
- Maintain proposal integrity and quality control
- Take initiative and develop creative ideas to ensure alignment between the bid/no-bid, proposal, and capture plan process
- Assist Proposal Manger with version updates and document control
- Coordinate final document review, assembly, quality check , and production – including printing compliance with proposal specifications including hard copy and/or electronic submission requirements

Requirements:

- Attention to detail while managing multiple projects with different requirements and schedules
- Strong Microsoft Word Skills including styles and formatting
- Experience with kick off and proposal response process required
- Experience with Shipley Associates Proposal Management

Benefits:

Medical Insurance, Life Insurance, Dental Insurance, Vision Insurance, Paid Vacation, Paid Sick Days, Disability, 401K, Education/Training Assistance, Incentive Bonuses