

Enterprise Electronics Corporation

Proposal Manager

Department: Marketing

FLSA Status: Exempt

Grade/Level:

Job Type: Professional

Work Schedule:

Job Status: Full-time

Reports To: Executive VP Global Sales

Amount of Travel Required: Up to 20%,
domestic and/or international travel

Positions Supervised: None

POSITION SUMMARY

Develops, writes and edits proposals in response to request for bids.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Assists in the development of marketing materials.
- Attends trade shows.
- Develops business leads and potential opportunities in domestic and international arenas.
- Makes sales calls.
- Develops the project's commercial and technical scope, engages in contract negotiations and launching new projects.
- Develops and manages proposal scheduling.
- Edits and/or writes financial and technical proposals for original program concepts, and submits proposals for review by other departmental personnel who would be involved in performing the needs should a contract be awarded.
- Produces timely and accurate proposals, including specification review, scope of supply development, cost build-up, and clarifications to commercial and technical specifications; leads project risk assessment and delivery commitments with delegation as appropriate.
- Prepares bid evaluation package for executive approval including supply scope, commercial terms and risk assessment reviews.
- Develops and conducts presentations.
- Reviews technical and commercial contract documents for accuracy and completeness.
- Communicates with appropriate departments to inform them of status of accepted projects.
- Conducts handover of project to execution team after receipt of customer commitment.
- Develops a thorough understanding of competitors and their capabilities and assists in the development of sales tools (brochures, website, presentations, etc.).
- Reviews win/loss analysis completed by sales and captures lessons learned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Presentation Skills - Ability to effectively present information publicly.
- Project Management - Ability to organize and direct a project to completion.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Sales Ability - Ability to use appropriate interpersonal styles and communication methods to gain acceptance of a product, service, or idea.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS & ABILITIES

Education: Bachelor's Degree in Marketing or Business Communications or related field

Experience: Two (2) years of Marketing or related experience

Computer Skills: To perform this job successfully, an individual should have knowledge of database software, internet software, order-processing systems, presentation software, project management software, and spreadsheet software.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	O	10 lbs or less	F
Walk	O	11-20 lbs	O
Sit	C	21-50 lbs	O
Manually Manipulate	C	51-100 lbs	N
Grasp	C	Over 100 lbs	N
Reach Outward	O		
Reach Above Shoulder	O		
Speak	F	Push/Pull 12 lbs or less	O
Climb	N	13-25 lbs	O
Crawl	N	26-40 lbs	O
Squat or Kneel	N	41-100 lbs	N
Bend	O		

Other Physical Requirements

- Vision (Near, Depth)
- Sense of Touch

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

Prepared by: Human Resources Date: 10/15/18

Approval
Signature: Executive VP Global Sales Date: 10/30/18

Employee
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.