

RFP WRITER

Department : Administration
Reports to : CEO of Business Operations
Division : Remote
Classification : Salary/Exempt/Full-time

JOB SUMMARY Investigates, writes, edits, and responds to applicable Requests for Information (RFIs) and Requests for Proposal (RFPs).

ESSENTIAL FUNCTIONS

1. Determines potential customer contract proposals by evaluating each request (e.g. RFP, RFI, etc.), attends necessary corporate strategy meetings, and speaks with subject matter experts to ascertain accurate technical responses.
2. Supports various departments within Milsoft (e.g. Sales, Corporate Counsel, Services, etc.) throughout the proposal process by establishing priorities to meet proposal milestones / deadlines, targeting dates for information gathering, coordinating requirements with contributors, writing, reviewing, and submitting a formal response to the potential customer.
3. Organizes and maintains a complete repository of both technical and administrative responses. Ensures responses are kept accurate and up-to-date across all product lines.
4. Utilizes effective response templates and incorporates exceptional writing standards including readability, consistency, and tone.
5. Works closely with Corporate Counsel and Accounting to ensure legal processes and budgets are followed.
6. Provides proposal status updates as needed
7. Maintains regular, consistent, and professional attendance, punctuality, personal appearance and adherence to relevant health and safety procedures.
8. Upholds, safeguards, and promotes Milsoft's values and philosophy relating particularly to ethics, integrity, and corporate citizenship.
9. Any other duties that may be necessary or assigned from time to time. Such duties do not change the scope of the job.

QUALIFICATIONS

1. Bachelor's degree
2. Excellent written and oral communication skills
3. 3+ years of technical proposal writing experience in response to RFPs and RFIs is preferred
4. Strong organizational skills with high attention to detail and accuracy
5. Must possess good citizenship traits when dealing with customers and co-workers

Submit resume to hr@milsoft.com

05/23