



Job Description – Proposal Coordinator

Detailed Description

Netsync is looking for an entry-level proposal coordinator, who can manage multiple, simultaneous projects from start to finish under tight deadline constraints. The proposal coordinator will be expected to bring new ideas to the team, so Netsync can continue to strive for quality documentation that best reflects Netsync's values.

Roles and Responsibilities:

- Identify all requirements and criteria for evaluation and prepare the detailed proposal outline
- Take an active hands-on role in all facets of developing proposals, working with subject matter experts (SME) and stakeholders in the following areas: business development, finance, IT, contracts, and HR
- Maintain professional and courteous communication and timely responsiveness with internal and external customers via telephone and email
- Anticipate and resolve proposal challenges and problems
- Perform in a variety of proposal development roles, including but not limited to leading sections and/or volumes and writing and editing, as needed
- Must be able to manage multiple tasks at the same time
- Create template documents as well as entry and editing of boilerplate language and the integration of this boilerplate into draft documents (includes review, formatting and proofing)
- Use detailed planning and problem solving skills to coordinate timely completion/delivery of bids and, diagnose, troubleshoot, and resolve issues
- Print and assemble bids and proposals using office equipment and coordinate the delivery process for bids and proposals via UPS, courier, and/or hand-deliver bids
- Other duties as assigned

Additional Duties:

- Additional job duties as needed

Skills and Experience:

- Strong communication skills, including English grammar and writing
- Strong Microsoft Office skills
- Keen attention to detail and desire to learn new technologies
- Self-starter attitude who needs minimal direction
- Ability to prioritize work
- Able to maintain consistency in editing, yet strive to continuously improve documentation by learning new techniques and proposing new ideas for improvement
- Interest in working collaboratively with editing team, as well as other colleagues
- Basic administrative skills

Minimum Qualifications/Technical and Education Requirements:

- Bachelor of Arts degree in English or related field or near completion
- Must work out of the Houston, TX, office