

# PROPOSAL WRITER

Beyond Technologies is a professional services firm, specializing in the integration of SAP solutions and the optimization of business processes. We are currently looking for a Proposal Writer and Revisor to join our dynamic team.

## You will:

- Ensure proposal assembly, copywriting and proofing as well as proposal and branding compliance
- Work with account managers, subject matter experts and bid team members to translate complex business and technical concepts into clear, concise and persuasive proposal copy targeted to decision makers/reviewers
- Ensure that bid responses are consistent in terms of tone and grammar and specifically address prospect asks and needs per the bid response
- With an eye towards process improvement, work in building and contributing to an asset repository of copy for tailoring/re-use for future bids
- Quickly draft and structure proposal response in appropriate formats (i.e. prospect-mandated format as described in RFPs or RFIs, or Beyond format) to ensure all mandatory requirements are being met, answers are provided to all questions, and also meet expected quality standards
- Proofread and edit various documents in French and English for quality, content, format, accuracy, and consistency, as well as for conformance to firm branding policies and standards
- Provide constructive, actionable feedback to task owners if areas of the response require improvement or enhancement before writing or proofing activities can be started

## You are:

- A person of integrity
- Genuine
- Detail-oriented
- Driven, motivated with a hunger to succeed
- Autonomous and a leader
- Solution-oriented

## You have:

- At least three years of experience in proposal writing, revision, copywriting in pre-sales or equivalent areas in the high tech/software development industry, from moderate to high complexity
- Above average skills with Google Office (Docs, Sheets, Slides) and Microsoft Office (Word, Excel, PowerPoint, etc.)
- Excellent organizational and time management skills and ability to meet deadlines and work under pressure
- The ability to multitask and prioritize based on opportunity deadlines and impact to the business
- Skills at noticing discrepancies and inconsistencies in available information
- Strong writing, editing and proofreading skills to ensure that opportunity deliverables flow consistently as if one person, not several, contributed to it
- Strong interpersonal, communication and teamwork skills
- Excellent knowledge of both English and French grammar rules applicable to spelling, syntax, style, translation and form
- Subject matter expert skills for proposal related content (copy, graphics, etc.) to provide consistency and structure to multiple internal teams, multiple simultaneous deadlines, and multiple audiences
- A self-starter mentality with modest oversight and are not afraid to roll up your sleeves to get things done when they need to get done
- A committed personality to participating and continuously improving the opportunity pursuit process

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At Beyond, we want our employees to be happy and healthy both at work and outside of work. Everything we do and offer our employees is based on our philosophy that investing in our people is beneficial for all of us!

We thank you for your interest; however only candidates who meet the qualifications will be contacted.

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