



Proposal Coordinator (Temporary, On-call)

Looking for an engaging and dynamic workplace to learn and grow with...

CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. CIMS provides services in the heavy industrial sector including the largest plant shutdowns and complex industrial projects in the Oil & Gas, Mining & Industrial, Pulp & Paper, and Power Generation industries. In addition to being an industry leader and formidable market leader, CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunity to all of its employees.

In the position of Proposal Coordinator reporting to the Proposal Manager you will be the CIMS point of contact for all CIMS communications and submittals with clients, estimators, subcontractors with respect to receipt, distribution of RFP's and RFI's.

The primary focus of this position is all administrative aspects of proposal coordination which includes but may not be limited to:

- Coordinating proposals documentation from receipt of RFP to proposal submittal
- Administering the proposal process.
- Acting as single point of contact between CIMS and client,
- Document Management (Proposals) - Receiving proposal package from client, organizing and distributing to team. Distributing all subsequent addenda during tender period.
- Write or craft content for proposals and marketing communications.
- Coordinating proposal submission - Review requirements, compile and gather information
- Client RFIs - Review and gather information.
- Maintain and manage marketing materials, resumes and project experience narratives.
- Administrative Duties include - Arrange meetings, recording Meeting Minutes, coordinating communication between CIMS and client.

To qualify for this role you must have the following experience and skills:

- Be able to read and decipher RFP requirements including construction drawings.
- Knowledgeable of Document Control Responsibilities, namely receiving and distributing the tender package followed by organizing submittal package
- Organized, problem solver and excellent time management
- Handle confidential information
- Ability to adapt quickly to changes while still meeting strict deadlines
- Work in a dynamic team environment and meet tight time restraints
- Strong communication skills and polite phone manner.
- Proof reading and editing skills
- Technical writing, communication marketing qualification or related experience
- Top notch written and verbal communication
- Experience working in the industrial construction industry and proposal development
- Document Control experience

- Proficient in MS Word, MS Excel, Adobe Acrobat, Outlook and PowerPoint

If you feel you are qualified for this role, please submit your resume to rkaelber@cimsltd.com quoting Proposal Coordinator in the subject line.

Only candidates who are most qualified for the position will be contacted.