

Proposal Writer

Reports to Business Development Manager. 40 hours per week.

We are looking for a Proposal Writer to prepare proposals, tenders, and quotes. You will gather all the necessary information, write original content, and submit it accordingly.

Your duties will include writing and editing content that effectively conveys the required information. You will be expected to handle multiple revisions and edit, and re-edit documents as required. Other duties will include researching the information going in the documents which may include attending meetings and gathering source information. Putting this information together requires a team effort, and you must be a team player.

The successful applicant will be resourceful, organised, and motivated to increase the chances of winning the tender or obtaining funding for projects. The role is suitable for those with a background in researching for and writing proposals/tenders or a writer/editor with 1-2 years experience.

Responsibilities:

- Prepare, edit, and submit proposals and tenders.
- Prepare quotes.
- Research eligible grants and funding.
- Support marketing activities.
- Familiarisation with company's vision and mission, seeking to accomplish set goals and objectives.
- Cultivating strong relationships with new clients, while maintaining existing client relationships.
- Perform other duties as assigned.

Requirements:

- Excellent written, presentation, and verbal communication skills.
- Advanced mastery of Microsoft Office, Excel, and relevant software.

Essential:

- Motivation to contribute to company growth.
- Transforming solutions into effective business proposals.
- Coordinating proposal/tender development.
- Editing content.
- Adhering to internal and external deadlines.
- Understanding proposal/tender databases.
- Strong organisational skills.

Desirable:

- 1 - 2 years' relevant work experience in proposal development or proposal writing.
- 1-2 years' technical writing experience.
- Bachelor's Degree in a writing-intensive field (e.g., English or journalism).