



Proposal Coordinator

ABOUT US

We deliver high-quality preconstruction services, owner representation, construction management, design-build, and general contracting services. We want to contribute our expertise from the beginning to the end of the entire construction process. We have team of experts focused on what each project needs. Quality, value, and dependability are to be expected when you choose CarbonSix Construction. CarbonSix understands that our team members are truly the most valuable resource and are excited to grow the team with this position.

Description

This Position will support sales/marketing by assisting with creation of proposals and sales presentations, tracking leads, coordinating needs related to client/industry.

Position Responsibilities

- The Proposal Coordinator/Writer will develop and collaborate with leadership and industry experts to produce high-quality bid and proposal submissions
- Writing responsibilities will also include composing marketing content while keeping our voice and brand consistent
- Produce high-quality responses to Solicitations, Prequalifications, SOQs, RFQs, RFPs
- Read and analyze Solicitations, Prequalifications, SOQs, RFQs, RFPs, and edit proposal content for spelling, grammar, consistency, and compliance with requirements
- Compose and develop website content, project descriptions, press releases, and marketing material content
- Update and maintain the marketing department's documentation and databases (i.e. resumes, project portfolios, photos, references, licenses and certifications, project history, etc.)

Qualifications

- Bachelor's degree in English, Journalism, Communications, Business, or other related disciplines
- Strong attention to detail
- Proficient in Microsoft Word, Microsoft Excel, PowerPoint, and Canva

Contact Info

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