

Senior Proposal Coordinator

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Company: Parsons International

Location: , Dubai, United Arab Emirates

Category: other-general

- Act as the Proposal Manager on proposals, especially smaller ones, whenever required.
- Assist and/or perform the analysis, interpretation and outline of the RFP.
- Ensure compliance, comprehensiveness, and compelling features (the 3Cs).
- Assist and/or develop the Bid Planning Matrix.
- Assist and/or oversee the development of the graphic theme with the graphics team to ensure communication of the established theme effectively.
- Perform and/or oversee database searches for information retrieval.
- Retrieve and/or assist in retrieving certain data as needed for selected topics such as company experience, number of personnel, disciplines, and other subject areas.
- Assist and/or oversee the preparation of certain proposal sections, as needed.
- Coordinate the compilation and reproduction of the complete proposal prior to delivery, in collaboration with the project development group.
- Assist and/or identify special production needs and resources.
- Assist and/or oversee the final quality check to ensure consistency, prevent omissions, and identify contradictions and inaccuracies.
- Coordinate all production activities.
- Coordinate on-time proposal delivery.

• Degree in Civil Engineering, Business Management or any related field

• Proficient in Microsoft Office, including Word, Excel and PowerPoint.

• Proficient in Adobe InDesign, specifically production of reports

• Works well in a team

• Works well under pressure

• Minimum 6 years working experience working in a proposal team

About The Company Parsons is a leader in many diverse markets such as infrastructure, transportation, water, telecommunications, aviation, commercial, environmental, planning, industrial manufacturing, education, healthcare, life sciences and homeland security. Parsons provides technical and management solutions to federal, regional and local government agencies as well as private

industries worldwide.

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