



McCuaig & Associates is currently seeking a **Proposal Writer/ Coordinator** to join our Burnaby office team. Expected tasks for the role include:

- Review postings on various industry websites to identify possible opportunities
- Organize, schedule, and track proposals/ due dates
- Preparation of proposals and RFP documents
- Collaborating with technical staff to create successful applications for work opportunities
- Following up on results and feedback (debriefs) of submitted bids.
- Preparation of contracts for review by senior personnel

Consideration will be given to individuals who possess the following skills and qualifications:

- Previous experience with proposal writing, especially if within the engineering/ construction industry;
- Excellent written and oral English communication skills with an aptitude for proofreading and editing;
- Strong self-starter with a proven record of being able to work efficiently with little supervision;
- Strong computer skills, with an emphasis on proficiency with Microsoft Word and Excel;
- Confidence/ ability to efficiently manage multiple tasks and projects and work well with many personalities.
- Valid Driver's license

Please note that all candidates must be willing to undergo personnel security screening (similar to criminal record check).

Salary will be commensurate with experience. Please send cover letter, resume, and salary range expectation by email to [hiring@mccuaig.net](mailto: hiring@mccuaig.net) Attention: Cristal Loveng

Thank you for your interest in this position, only shortlisted candidates will be contacted.