

Junior Proposal Writer

This is an entry level position, with minimal direct experience required. The right fit with our existing Pursuits team, a willingness to learn and grow, and a can-do attitude will go a long way.

About PBX Engineering

We are an electrical, systems, and software engineering firm, with offices in Victoria, Vancouver, Squamish, Kelowna, Calgary, and Edmonton. For more than 25 years we have diligently fostered steady growth to a company of almost 100 employees.

This year, we were recognized as one of Canada's Top Small & Medium Employers 2023 – an award we were proud to have received and understand it must be continuously earned to have true merit.

A quarter of our staff have been with us 10 years or more – that sort of longevity speaks for itself. We understand that only employees who feel valued, respected, and empowered are able to create the innovative solutions that set us apart and deliver the quality of work our clients have come to expect from us.

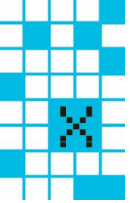
About the Role

A proposal is a document comprised of both marketing and technical material designed to convince a client that we are the best company for their specific engineering needs. Proposals will vary in depth and complexity, and must be tailored to be successful.

Depending on your experience and knowledge, we may start you with more administrative and formatting tasks to help you learn both the role and the company, setting you up for long-term success and growth.

Supporting Marketing Communications, the Junior Proposal Writer will be an active member of the Pursuits team, with responsibility for tasks in the following areas:

- Conduct and track online bid searches to identify appropriate commercial opportunities
- Analyze procurement documents (RFP, RFQ, etc.)
- Assist with the development of proposal content, coordinate with design staff to solicit content, compile complete proposals, and manage the proposal submission process
- Maintain document templates
- Assist with the upkeep of internal documentation including, but not limited to, policies, procedures, and quality management documents
- Deliver high quality, brand-appropriate, accurate, and timely work to meet business goals
- Maintain project database for content retrieval, including data entry and documentation
- Other duties as may reasonably be assigned
- Efficient and effective implementation of all the above, undertaken in a professional, courteous, and respectful manner



We develop leading edge systems and our extensive and diverse project portfolio includes infrastructure that positively impacts the public, as well as numerous award-winning projects. Come be a part of that!

Qualifications

While relevant experience is certainly an asset, we are far more interested in finding the right person and are willing to train. The preferred and required skills of a successful candidate are listed below:

- A degree or certificate in English/Technical Writing/Engineering, or related field is an asset
- Exceptional writer and editor, impeccable English language skills required
- Meticulous attention to grammar, punctuation, and the nuances of the written word
- Strong ability to understand complex technical information and translate it into “plain language”
- Some knowledge of technical writing and editing principles and processes an asset
- Strong organizational, planning, time management, and analytical skills with exceptional attention to detail an asset
- Proficiency with the MS Office suite
- A reasonable working knowledge of graphics programs, such as MS Visio, and Adobe InDesign, and an eye for basic graphic layout an asset
- Ability to work in a fast-paced, dynamic environment, where demands and deadlines shift frequently
- A professional demeanor

Benefits

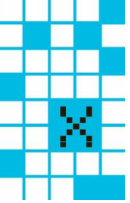
We provide a comprehensive benefits package that promotes employee health and wellness which includes the following:

- Medical, Dental, & Vision Benefits, including short and long-term disability, and life insurance
- Paid time off, including paid holidays, Sudden Illness, Injury & Childcare (SIIC) days
- A Maternity & Parental Leave Top Up Program
- RRSP contributions with company matching
- A Health & Wellness Incentive Program for things like gym memberships, recreational gear, and more
- An Employee Assistance Program
- Annual bonus program based on company and personal performance
- Staff social events, team lunches, and high-quality swag you can actually use or wear with pride
- Flexible work options: full-time from home/office or hybrid models

Applications

Qualified applicants are encouraged to send their resumes, complete with references, via email to careers@pbxeng.com. Include “**Junior Proposal Writer**” in the subject line.

Resumes will be accepted until position filled.



The PBX Environment

We believe in supporting the long-term career development of our staff through a diverse and challenging workload, industry engagement, and internal and external training. We apply the same effort in fostering a positive social environment as we do in developing innovative and successful projects.

We employ critical thinkers who enjoy solving problems through creative and collaborative interaction. Candidates should be genuinely interested in participating in the mutually beneficial growth and technical development of a very strong and talented group of engineers and designers. Our diverse workload covers numerous markets and practice areas such as:

- Airports
- Automation and controls
- Bridges and tunnels
- Buildings for healthcare, education, sports and recreation, commercial, and industrial facilities
- Indigenous communities
- Information and communications technology
- Intelligent Transportation Systems (ITS)
- Integrated Security
- Lighting for roadways, bikeways, parks, and other public spaces
- Ports and marine terminals
- Mass transit
- Ski industry
- Systems engineering
- Traffic signals and traffic engineering
- Water and wastewater infrastructure

We continuously strive to make our firm the kind of place where people want to stay: our benefits package and approach to compensation are structured to support that goal. We are looking for someone who shares our passion for high quality work and who is interested in contributing positively to our corporate culture.