

# Proposal Writer

We are looking for a qualified Proposal Writer to assist our existing Pursuits team in facilitating PBX's proposal and business development processes in BC and Alberta.

## 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.

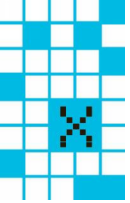
This year, we were recognized as one of Canada's Top Small & Medium Employers 2023 – an award we were proud to have received and understand it must be continuously earned to have true merit.

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

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

- Analyze procurement documents (RFP, RFQ, NOI, etc.)
- Assist with the development of proposal content, coordinate with design staff to solicit content, compile complete proposals, and manage the proposal submission process
- Develop, maintain, and update proposal and marketing materials
- Develop and maintain document templates
- Assist with marketing activities
- Track business development, opportunities, and pursuits activities
- Work with project managers and design staff to prepare and create technical documentation including, but not limited to operational processes, manuals, technical memos, reports, construction specifications, training materials, and test plans
- Assist with the development and upkeep of internal documentation including, but not limited to, policies, procedures, and quality management documents
- Conduct and track online bid searches to identify appropriate commercial opportunities
- Deliver high quality, brand-appropriate, accurate, and timely work to meet business goals
- Assist the Communications team with coordinating marketing events and creating other marketing material, such as presentations, business cards, signage, presentation and event materials, event planning, and strategic advertising
- Other duties as may reasonably be assigned



- Efficient and effective implementation of all the above, undertaken in a professional, courteous, and respectful manner

The successful candidate will help support and maintain the company's large and diverse project portfolio. We are looking for someone who shares our passion for high quality work and who is interested in contributing positively to our corporate culture.

## Qualifications

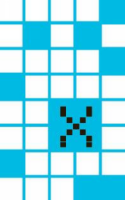
While relevant experience is certainly an asset, we are far more interested in finding the right person and are willing to train to fill any gaps. To succeed in this position, you will possess the following attributes:

- Bachelor's degree in English/Technical Writing/Engineering, or related field
- Minimum 1 year experience as a Proposal Writer, Technical Writer, or related experience
- Exceptional writer and editor, impeccable English language skills
- 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"
- Solid knowledge of technical writing and editing principles and processes
- Strong organizational, planning, time management, and analytical skills with exceptional attention to detail
- Proficient 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 preferred
- 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](mailto:careers@pbxeng.com). Include “**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.