

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

Title	Job Posting #
Proposal Writer	VAN-1001
Location	Salary Range
Vancouver or Victoria	\$70,000 - \$90,000

ABOUT PBX ENGINEERING

We are an electrical, systems, and software engineering firm, with offices in BC and Alberta. For more than 26 years we have diligently curated steady growth to build a successful company of over 120 employees.

Our extensive, diverse, and award-winning project portfolio includes infrastructure that positively impacts the public and the communities where we all live and work.

ABOUT THE ROLE

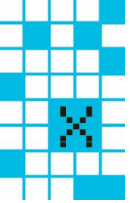
Our proposal writing Pursuits team supports all 7 of our business units in finding, tracking, and highlighting new opportunities, as well as assisting with the setup and development of proposals for those opportunities. The current Pursuits workload can vary between 10-30 proposal in flight at any one time. When not actively working on proposals due for submission, the team undertakes templating and information gathering activities to support future proposals.

As part of the team, the new Proposal Writer will be responsible for assisting with all aspects of the proposal preparation process including the following tasks:

- Assist with the development of proposal content, coordinate with PBX's design staff to solicit content, compile complete proposals, and manage the proposal submission process
- Coordinate with PBX's design partners in preparing and submitting required documentation to support teaming opportunities
- Develop, maintain, and update proposal and marketing materials

In addition to the specific tasks related proposal production and development, this role will also include supporting a number of other initiatives undertaken by the Pursuits team including:

- Analyze procurement documents (RFP, RFQ, NOI, etc.)
- Develop and maintain document templates
- Track business development, opportunities, and pursuits activities
- 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



QUALIFICATIONS

CORE QUALIFICATIONS

Candidates will need to bring core skills and experience to the role. When considering if this role is for you, consider how you stack up to these qualifications:

You have related education and professional experience

- High school diploma; and
- Minimum 5 years of related experience as a Proposal or Technical Writer.

You have the skills and attitude to support the position

- Exceptional writer and editor with impeccable English language writing skills, capable of independently preparing well-structured, clear, and coherent written materials;
- Meticulous attention to grammar, punctuation, and the nuances of the written word;
- Computer savvy, with a good working familiarity of Microsoft Office suite (Teams, Outlook, Word, Excel, PowerPoint);
- Organized and self-motivated; understands the importance of taking initiative to independently problem solve;
- Strong ability to understand complex technical information and translate it into “plain language”;
- Solid knowledge of technical writing and editing principles and processes;
- Proactively looks for opportunities for process improvement and innovative ideas to inspire positive employee experiences; and
- Brings a “roll up your sleeves and get it done” attitude to take on any task.

DESIRABLE QUALIFICATIONS

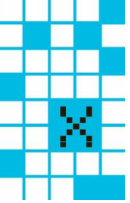
Beyond the core skills, there are particular qualifications that will set you apart. The successful candidate will likely have most or all of the following qualifications:

- A certificate/diploma/degree in marketing or technical writing;
- Experience working at Engineering, Architectural, or Technical organizations supporting marketing and business pursuit objectives;
- Graphic design experience an asset to assist the Communications team with creating marketing material, such as presentations, business cards, signage, presentation and event materials;
- Experience with Adobe Creative Suite, including InDesign and Photoshop;
- Genuine desire to make an impactful contribution to a place where you yourself can build a long term career.

While relevant experience is certainly an asset, we are far more interested in finding the right person and are willing to train.

BEING A PART OF THE PBX COMMUNITY

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. A quarter of our staff have been with us 10 years or more.



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.

We apply the same effort in fostering a positive social environment as we do in developing innovative and successful projects. You'll be joining a firm that believes strongly in creating the kind of community-based work culture that people want to be a part of.

For the second year in a row, we have been recognized as one of Canada's Top Small & Medium Employers – an award we were very proud to have received, but we understand it must be continuously earned to have true merit. 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.

Our comprehensive benefits package includes the following:

- Medical, Dental, & Vision Benefits, including 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 high performance 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
- Hybrid work model

COMPENSATION

The range of compensation for this position is \$70,000 to \$90,000. This salary range is provided specifically for compliance to provincial legislation. The actual salary will depend on the skills, experience, and capabilities of the successful candidate relative to the role and may or may not land within the range specified above.

APPLICATIONS

Qualified applicants are encouraged to send a cover letter, resume and references, via email to careers@pbxeng.com. Include "**Proposal Writer**" in the subject line.

Resumes will be accepted until position filled.