



Job Title: Proposal Specialist

Fair Labor Standard Act Status: Exempt

Summary:

Runbeck Election Services is seeking a Proposal Specialist to manage the production of responses to requests for proposal for all Runbeck solutions. The Proposal Specialist position works as part of the Sales Support team to assist with business development.

Responsibilities:

- Quickly gain in-depth knowledge of the organization to assist with the completion of questionnaires and proposals regarding the firm and its services.
- Maintain current information in the RFP library in order to complete requires questionnaires and proposals.
- Develop an understanding of prospect needs in order to appropriately tailor responses.
- Manage the process to ensure timely and accurate completion of Requests for Proposal (RFP), Requests for Information (RFI) and Request for Quote (RFQ).
- Develop effective working relationships with internal stakeholders as required to provide accurate, thorough content.
- Maintain adequate prospecting records for each opportunity including the completion of the prospect summary.
- Gather information to assist in competitively pricing new business opportunities.
- Ad hoc assignments as requested.

Key Requirements:

- Excellent interpersonal communication skills, both oral and written, with staff and customers.
- Ability to cope under pressure and work to tight deadlines.
- Excellent organizational skills.
- Ability to manage multiple projects successfully.
- Ability to work with limited supervision, self-motivated and flexible.
- Occasionally work beyond standard hours during peak periods to meet deadlines.
- Demonstrated solid judgment and ability to handle confidential information.

Experience/Education:

- Bachelor's degree required – preferred emphasis in English or Communications.
- Previous experience of 3 years in technical and proposal writing.
- Experience responding to RFPs preferably related to elections.

Join the Runbeck Team today! Inquire at Jobs@Runbeck.net

Runbeck Election Services

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- Mastery of MS Office programs (Word, Excel, Outlook, PowerPoint, Teams), as well as Adobe PDF and Salesforce.

Work Authorization:

- Must be authorized to work in the US for any employer.

Please send resumes to jobs@runbeck.net

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