



## JOB POSTING

**Date of Posting:** October 20, 2008  
**Posting Number:** NE102008PSS  
**Position:** Proposal Support Specialist  
**Status:** Exempt  
**Location:** Omaha, NE  
**Position Reports To:** Director, Proposal Development

Responsible for the format and appearance of proposals and related submissions. Formats proposal input from engineers/estimators/sales and ensures it complies with departmental and RFP guidelines. Works with Proposal Engineers, System Engineers, Estimators, Sales Manager and other authors to be responsive to the customer requirements. Maintains department databases, files and manuals. Performs administrative functions for the Proposal Department.

### **Essential Duties and Functions:**

- Analyzes proposal documents and develops a compliant response style, format, and layout based on internal and external requirements. Develops initial internal responsibility tracking documents.
- Appropriately formats and lays out proposal data received from various engineers, estimators, sales people, etc.
- Maintains version control over proposals and items changed and updated.
- Prep work for submissions (prepare forms, folders, and summaries; pre-format sections, create responsibility matrix, distribute materials to submission team members).
- Develop/maintains information, manages informational databases, files, and manuals for evaluation of proposal projects.
- Create/maintain proposal library, including library of often-used content that can be easily modified for unique proposal requirements.
- Maintain the Access Database for proposal projects.
- Maintain templates, style guide, and boilerplate materials up-to-date.
- Perform quality check of the finished response.
- Develops and tracks SSI information, handles all aspects of SSI in accordance with Homeland Security procedures and 49CFR1520.
- Performs Administrative Functions for the Proposal Department. These include, but are not limited to, the following:
  - Order and maintain supplies including Proposal and Office materials necessary to accomplish Proposal production.

- Make copies and assemble binders and spiral bind submissions.
- Photocopy, scan documents, and other duties as assigned.
- Other duties as assigned by supervision.

**Qualifications:**

College degree and experience in a proposal environment preferred. Appropriate combination of education and business environment background will be considered. Advanced working knowledge of MS Windows Office applications required.