

Sales & Proposal Coordinator

Reports to: VP of Sales

Summary

The Sales & Proposal Coordinator is primarily responsible for assisting the Sales Team in the development of RFP responses and sales tracking reports. This position also supports the Sales Team by tracking, investigating, and reporting accurate sales information and provides critical support services in order to ensure effective and efficient operations.

Responsibilities:

In this position you will work in coordination with the Sales Manager, Sales staff, and Marketing Department and your major responsibilities in this role include:

- Manage qualification, proposal, and presentation activities, ensuring deadlines are met
- Manage Sales Tracking Report to include organization of weekly sales meeting
- Work with technical staff and Marketing department to develop proposal sections and scopes of work
- Facilitate with the Marketing and Sales team to visually communicate proposal information
- Develop sales materials such as interview presentations, leave-behinds, and presentation boards through researching, writing and editing
- Manage large amounts of information for the proposal team, including photography, external sub consultant data, and marketing collateral
- General word processing support to include letters, proposals, spreadsheets, etc.
- Download and print files from Builders Exchange and other industry websites
- Conduct interviews for corporate project resumes as needed
- Maintain Sales sub-sites on SharePoint (collateral document uploads, etc.)
- Assist Sales Team with document formatting, presentations and event coordination to include regularly scheduled department meetings
- Complete assigned projects and tasks efficiently, professionally and on schedule
- Perform as a vital, trustworthy and cooperative member of the Sales team
- Seek and receive continued training in order to build technical and managerial strength in the HVAC design/build industry
- Review and code weekly credit card transactions for all Major Projects' PX's and PM's
- Other duties as assigned

Education & Experience

- Two to five years of experience in the Architectural, Engineering, and Construction industry preferred

- Demonstrated proficient user of Microsoft Office including Word, Excel, and PowerPoint
- Proficient user of Adobe InDesign preferred
- Demonstrate excellent writing and editing skills
- Excellent organizational, time management, and multi-tasking skills
- Detail oriented
- Knowledge of database concepts and proposal resources files

- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Able to work well independently and as part of a team.

Physical Demands

- Able to participate in job walk-throughs which include climbing ladders, squatting and other similar physical demands in a wide variety of weather conditions.
- Also includes sitting, standing and bending and repetitive motions of hands and wrists due to frequent computer use.
- Able to see and hear well (either naturally or with correction) and speak clearly.

- Must be capable of working extended hour days when job/business needs demand
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Additional Information

- Type: Full-Time
- Experience: Experienced
- Compensation: Hourly plus company benefits

