

Title: Proposal Manager

Reports to: Director of Product Management

Type: Exempt

Description:

Proposal Manager is responsible for submitting a completed bid to an existing or prospective client, on time and within budget. They ensure that all the client's questions have been answered as fully as possible, and that the organization has given itself the best possible chance of success. The Proposal Manager will lead all day-to-day aspects of an individual bid, both for tender situations and for non-tender, non-standard quotes. Proposal Managers are involved in every aspect of the submission and have a good understanding of what the client's needs are and how the organization can provide that. They work closely with the internal teams, coordinating all aspects of the bid.

The Proposal Manager may be responsible for formal communication with tender authorities, including asking relevant questions of the client and with the technical and commercial teams who produce the price element of a bid. The Proposal Manager himself is responsible for collating all the information and ensuring the bid is presented in a professional and commercially attractive format to the client. At SureScan the Proposal Manager will acquire broad system knowledge through working with the Systems Engineer to provide the Proposal Manager with the skill to prepare winning bids.

Skills, Duties & Responsibilities:

- Experience with interfacing with customers
- Excellent technical writing skills.
- Experience with contracts or bid preparation
- Assertive but tactful
- Excellent time management skills
- Working to deadlines under own initiative
- Leadership and team work skills
- Calm under pressure and have the ability to understand complex industry specific technical information
- Good listener
- Articulate, confident with good written and verbal communication skills
- Ability to multi-task

Education & Experience:

- Bachelors degree in an engineering or science discipline or related experience.
- Experience with writing contracts and/or tenders.

Minimum Qualifications:

- Excellent customer interface skills.
- Excellent teamwork skills.
- Demonstrated ability to lead teams in project based environment.
- Demonstrated success in managing manpower planning, product reviews, scheduling and budget control.
- Successful track record in launching and managing complex products.
- Excellent leadership and oral and written communication skills.
- Ability to obtain government security clearance.
- Knowledge and experience in x-ray scanning systems and/or security industry.
- Advanced MS Excel, Word, and PowerPoint skills.

Desired Qualifications:

- Engineering or business degree preferred or equivalent combination of education and experience.
- 10 years of relevant experience.
- Experience in computed tomography and/or explosive detection systems.
- Membership or affiliation with professional organizations in the engineering or technical specialty preferred.
- Demonstrated success in delivering complete proposals for winning tenders.
- Experience with the DHS, S&T and TSA.
- Government Secret security clearance.

Physical Demands

Must be able to travel approximately 10% of time.

Work Environment

- Generally works in office environment.
- Must drive or fly to meetings with stakeholders.
- May be exposed to explosives during data collect activities.
- Will work in an environment where CFR 1020.40 compliant x-ray equipment is present and being used.