**Proposal Coordinator 22-06**

RECON Environmental is a small company of specialists representing one of the most established environmental consulting service firms in the Southwest. We are employee-owned and hard-working, but with a casual and collaborative work environment. We offer the right candidate a collaborative, caring environment, which is client-focused, flexible, and always striving to provide high quality service to our clients.

We are currently looking for a Proposal Coordinator to manage the preparation of proposals. Candidates must demonstrate an ability to independently manage multiple proposals simultaneously while following the company’s proposal preparation process. The successful candidate will be highly organized, with exceptional time-management skills. The candidate must be collaborative, resourceful, and possess a can-do attitude.

**Duties and responsibilities:**

1. Coordinate the RFP process, writing content, and delivering completed proposals to clients before the specified deadline.
2. Evaluate technical content in proposal to ensure it satisfies all RFP requirements and company brand standards.
3. Work with Production team to create figures and graphics to support proposal and presentation content.
4. Support client interview preparation.
5. Other duties as required

**Experience/Education:**

1. Bachelor’s degree in Marketing, Journalism, English, or related field.
2. One to ten years of experience in proposal writing and coordination.
3. Proficiency with MS Office, especially Word and PowerPoint.
4. Strong communication and organizational skills.
5. Conscientious and meticulous.
6. Ability to multi-task and prioritize multiple proposals and deadlines at once.
7. Motivated, self-starter who thrives in a deadline-driven environment.
8. Friendly and collaborative, with a customer-oriented approach.

Qualified candidates should submit a cover letter and resume. RECON offers a competitive compensation and benefits package including PTO and Sick Leave, medical & dental, life insurance, long-term disability, and flexible spending accounts, a 401(k) Profit sharing plan, employee stock ownership, and a casual and friendly work environment.

$31-36 DOE

RECON Environmental, Inc. is an EOE/Minority/Female/Disability/Vets.

Please submit resume and cover letter with salary requirements to maranibar@reconenvironmental.com.

Vaccine Requirement: ***With employee and client health and safety a top priority all current and future RECON employees, regardless of job type are required to be fully vaccinated against COVID-19.***

