



## **JOB ANNOUNCEMENT**

### **PROPOSAL COORDINATOR**

Omni-Means has a part-time opportunity for a Proposal Coordinator in our Roseville, CA office. Candidate should have the availability to work a number of full time days with sufficient notice to cover Marketing Coordinator vacations throughout the year. Candidates will work with the Marketing Coordinator and Project Managers to prepare proposals, statements of qualifications, and marketing materials. Candidates should have experience with proposals, presentations, working with project managers and marketing staff.

Assignments are deadline determined so candidates must be able to take direction, handle multiple projects simultaneously, work independently, follow set priorities, take ownership of proposals from start to finish, demonstrate time management, and provide a consistent level of quality and accuracy. Candidates need a professional demeanor with a positive, solution-seeking attitude, high degree of organization, and personal responsibility. Candidate will be part of a creative team in a fast-paced high-pressure environment.

#### **Responsibilities**

- Facilitate, coordinate, communicate, and participate in proposal strategy meetings
- Interact with project managers and teams for proposals and statements of qualifications for locations statewide
- Coordinate, organize, write, review, and edit technical content in proposals and statements of qualifications, ensuring quality and conformance, including grammar, clarity, and timely delivery
- Input data and maintain accuracy of marketing database on an ongoing basis
- Support other marketing needs such as preparation of brochures, subconsultant qualifications packages, announcements, award submittals, graphic design, materials for special events, etc.
- Assist with interview preparation and coordinate with managers for production of presentation materials (PowerPoint, boards, handouts, etc.)
- General administration including assisting with reception and mailroom/filing
- Ability to independently handle multiple, simultaneous assignments and meet tight deadlines
- Strong organizational, time-management, and communication skills

#### **Requirements Include**

- 2+ years experience in a similar role with a AEC firm
- HS diploma or equivalent
- Strong technical and persuasive writing, editing, proofreading skills
- Intermediate knowledge of MS Publisher, Word, Excel, PowerPoint, and the Internet
- knowledge of Adobe Acrobat, InDesign, and Photoshop desired
- Ability to work overtime and travel, if needed

#### **About Omni-Means**

Omni-Means is a full service planning and civil design engineering consultant firm that offers a wide range of disciplines: transportation, civil and traffic engineering, roundabouts, roadway and bridge, planning services, parking, landscape architecture, land development, construction management, and surveying. Omni-Means is leader in roundabout planning and design throughout California. Omni-Means has over 50 staff members in six offices. A quality workplace and happy staff is important to us.

**Apply:** To apply please send a resume to [HRM@omnimeans.com](mailto:HRM@omnimeans.com) with Proposal Coordinator Application in the subject line.