

# Moving healthcare forward. Together.

## We are hiring!

### Proposal Developer 1 - Q<sup>2</sup> Solutions

#### PURPOSE

**#1804232**

Under general supervision, develop and prepare proposals for assigned customers, to support the Global sales team.

#### RESPONSIBILITIES

- Review Requests For Proposal (RFP). Identify information for proposal text and budget development and work closely with proposal development team to prepare and finalise proposals
- Prepare text and budget for proposals, rebids and related documents
- Provide support and assistance to other Proposal Developers in the delivery of assigned opportunities
- May act as Team Lead on assigned projects, to develop proposals and budgets
- Participate in strategy calls to discuss customer requirements and identify discrepancies in customer information
- Perform quality control edits on all documents and participate in the finalization of documents and distribution to the customer and internal departments
- Update and maintain corporate databases as required and ensure accurate information is included in tracking reports
- May participate in customer meetings
- Perform all other duties as assigned

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of CRO Industry
- Knowledge of Microsoft Excel, Word and understanding of costing models
- Ability to interpret RFPs and protocols
- Possess strong analytical skills and excellent verbal and written communication skills
- Ability to establish and maintain effective working relationships with coworkers, managers and customers

#### MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Degree in Life Science, Business Management or related field and direct experience in Proposals; or equivalent combination of education, training and experience

#### PHYSICAL REQUIREMENTS

- Extensive use of telephone and face-to-face communication requiring accurate perception of speech
- Extensive use of keyboard requiring repetitive motion of fingers