



We are looking for someone to help us translate our vision into compelling proposals and exciting presentations. This role is geared towards someone who is excited to work alongside our company's leadership in continuing to grow our client base and ensuring the ongoing satisfaction of our current clients, while developing your own conference industry experience and expertise.

As a Proposal Writer Associate, you will be responsible for writing conference bid proposals and prepare bid presentations in an engaging, yet business like manner. You will be a self-starter who can carry out assignments with limited oversight in a timely fashion and will incorporate the ICS core values into your daily work.

A key applicant will demonstrate exceptional organizational, written and oral communication skills and will be able to foster a team environment and will also be able to act as an independent team member.

The Position **Proposal Writer Associate**

Level **Intermediate**

The Office

International Conference Services Ltd.
300 – 1201 West Pender Street
Vancouver, BC V6E 2V2
Phone: +1 604 681 2153
email: careers@icsevents.com
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The Office Culture

We take pride in our people as well as our work and are committed to our company's success. We trust, support and empower each other in order to be accountable to each member of our team. We are committed to honest but constructive dialogue with all stakeholders. We have the ability to work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients.

We are professional and preppy dressers. We work in a fun and engaging environment where you are not always tied to your desk. Grab your laptop and work from the stand up bar or grab a bean bag chair with your latte and get comfy. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities including yearly retreats. It's "*the office*" re-imagined.

Responsibilities

- Under the direction of the CEO and sales team: designing, writing, editing/re-writing and assembling proposals for clients with a large emphasis on consistency and accuracy. This will include such tasks as descriptive writing; presentation designing; document editing; and formatting
- Simultaneously managing projects with strict and competing deadlines
- Maintaining and updating sales tools such as client database and sales tracking systems; digital photo library; proposal template documents
- Evaluating Requests for Proposals and identifying clear deliverables for preparation of proposals
- Assuming responsibility of all sales activities in the absence of the CEO and sales team
- Managing all phases of the competitive proposal and bidding process
- Creating, organizing and maintaining proposal content, records and documentation
- Maintaining and continuing to develop your conference industry expertise

Skills & Attributes

- Experience in the conference, event management, tourism or marketing industry would be preferred
- Ability to work independently and to be self-motivated and detail oriented
- Exceptional technical and comprehensive writing skills
- Ability to multi task and work effectively in a team environment with creative personalities, changing priorities, fluctuating pressures and significant deadlines
- Positive, “make it happen” attitude
- Technical capabilities including Microsoft Office Suite, design skills and a good understanding of popular social media tools
- Professional communication skills and confident in interacting with clients
- At times, flexible hours may be required

What's next?

Please send your resume and cover letter to careers@icsevents.com.

