



## We are Recruiting! – Proposal Writer

### The Company

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 45 years that works with national and international associations and organizations to host conferences, events & tradeshow. Our work is very purposeful - we are “connecting people to facilitate change in the world.”

### Remote-First Work Environment

ICS employees work in a remote-first work environment. Our employees truly enjoy the flexibility that remote work brings, and we work hard as a company to stay connected through weekly all-hands meetings and annual in-person get-togethers. Remote work is an important part of our business strategy. There is an opportunity to work from our Vancouver, BC office.

### The Culture

With over 80 staff working remotely across North America, Europe, and Asia, we are a diverse international team, and we leverage the strengths that our diversity brings. Everything at ICS is accomplished through the unit of “team” and teamwork is incredibly important to us - trust, support, and empowerment of other team members are defining aspects of our culture. We take pride in what we accomplish as a team, and we regularly celebrate each other as individuals and collectively. ICS is a great fit for people who are results-oriented self-starters, who are energized by a fast-pace of work and who would describe themselves as innovative, solution-oriented and able to think outside of the box.

### Role Overview

We are looking for someone to help us translate our vision into compelling proposals and exciting presentations. This role is geared towards someone who shares our passion for high quality work and who is interested in contributing positively to our corporate culture.

As a Proposal Writer, you will be responsible for writing conference bid proposals and preparing bid presentations in an engaging, yet businesslike manner. We are looking for someone who can research and understand our services and client requirements, then translate that understanding into concise, clear, and compelling content. 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.

Role Level: Intermediate

Location Preference: Western Canada/USA preferred, but will consider Eastern Canada/USA

## Key Responsibilities

- Under the direction of the CEO and Business Development 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.
- Ability to work in a fast-paced dynamic environment, where demands and deadlines shift frequently
- Creating, maintaining and updating sales tools such as; digital photo library, proposal templates, reference library and supporting documents
- Analyze the requirements of Request for Proposals (RFPs) and determine what information needs to be included in the proposal; coordinate response efforts with the business development, operations and marketing teams to meet submission requirements and deadlines
- Draft, edit, and finalize proposals for submission to clients; manage production and delivery throughout the entire proposal process
- Maintaining and continuing to develop your conference industry expertise

## Key Skills, Education & Attributes

- Experience in the conference, event management, tourism or marketing industry would be an asset
- Exceptional technical and comprehensive writing skills
- Ability to multitask and work effectively in a team environment with creative personalities, changing priorities, fluctuating pressures, and significant deadlines
- Post-secondary education in Marketing, Business, English, Communications, Journalism or other relevant discipline
- 2+ years of proposal writing experience (or similar) including direct experience with EOI's, RFP's and RFQ's as well as other forms of tender documents
- Ability to work independently and to be self-motivated and detail oriented
- Strong writing skills in order to create comprehensive correspondence, proposal responses, and client presentations
- Ability to interact and build relationships with management and staff at all levels of the organization
- Superior organization and time management abilities
- Flexibility and resilience to accept constructive criticism and editorial commentary in stride
- Superior MS office skills including Word, PowerPoint and Excel; Adobe Creative Suite, Photoshop Publisher, and SharePoint experience considered an asset
- Must be able to create aesthetically pleasing proposals and information material, format, insert photos/graphics, manipulate layout, etc. in line with ICS branding guidelines
- Positive, "make it happen" attitude

### **You must also be familiar and have worked with the following tools:**

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Willingness to learn new software systems as required

## The Benefits of Working at ICS

- Our employees work remotely on a permanent basis.
- As an employee you are provided all hardware including company laptop, monitor, headset, mouse, keyboard, and internet-based phone
- In addition to salary, we offer a monthly work from home allowance to help cover the cost of your home internet and home office expenses
- In addition to vacation time, employees receive a paid day off on their birthday each year
- An excellent benefits package including Extended Health Coverage, Dental and access to our EFP is provided after 3 months
- Fun in-person employee get togethers each year
- ICS prides itself in providing career development opportunities

## What's next?

Please send your resume and cover letter to [careers@icsevents.com](mailto:careers@icsevents.com)