

Proposal and Administration Coordinator

Bennett Design Associates – Greater Toronto Area, Ontario

Bennett Design Associates is an award-winning interior design firm located in Uxbridge, Ontario that understands the balance between design as an art and design as a construction tool. We are positive, we are curious, and we are welcoming.

Reporting to the Operations Manager, we are seeking a Proposal & Administration Coordinator to oversee the proposal process from start to finish; collaborating with Senior Management, internal team members and outside consultants to ensure competitive and winning responses to Requests for Proposals (RFPs).

Who You Are

You are an organized and proactive person who can own a process from start to finish keeping yourself and everyone else committed to deadlines. You have extraordinary communication skills with email & phone, connect well with others, and are gifted at being the go-to person to help support others in their roles. You have a friendly manner and are positive in your approach to this dynamic position and thrive in a fast-paced industry.

What You'll Be Doing

Proposal Coordination & Administration

- Monitor electronic tendering services (i.e. Merx, Bidingo), seeking appropriate opportunities and exploring relevancy
- Review RFP requirements and ensure proposal team is informed about requirements and on schedule with their contributions
- Support proposal responses with formatting, reviewing, editing and creative writing as required
- Assist in project resourcing and pricing (including subconsultants)
- Maintenance of proposal templates including project case studies, pricing tables and letters of reference

Additional Service Requests (ASRs)

- Prepare, issue and track ASRs and related documentation



BENNETTDESIGN
10 Douglas Road, Uxbridge, ON L9P 1S9
Tel: 905-852-4617
bennettdesign.ca

Salesforce Administration

- Be the gatekeeper for our customer relationship management system, completing data entry, tracking and reporting opportunities

Internal Project Coordination

- Manage project lifecycle in Replicon time tracking system, and connect with design team to track progress
- Assist accounts payable in reviewing invoices and issue Request for Purchase Orders

To Succeed in this Role, You Have:

- Post secondary education in Business Administration, Project Management or a related field
- Resourceful database and internet research abilities
- Strong written, verbal and presentation communication skills
- Exceptional interpersonal skills and the ability to work effectively with people at all levels
- Great organizational, analytical and time management skills

Qualified candidates may send their applications including a resume and cover letter to t.parsons@bennettdesign.ca

Job Type: Full-time

Bennett Design is an equal opportunity employer and is committed to providing a recruitment process that is inclusive and accessible for all candidates. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

We thank all applicants for their interest in a career with Bennett Design. Only those selected for an interview will be contacted.



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