

Proposal Writer

About Republic

Republic Architecture Inc. is a creative and inclusive team. We are passionate about our work and committed to a collaborative approach to design and practice. Driven by the journey, we utilize an explorative process that connects all the right people around the table. Our desire to produce thoughtful and sustainable projects that engage the public is at the heart of everything we do.

Position

We are looking to add a **Proposal Writer** to be part of our growing communications team. This position includes:

- Producing well written, professionally presented documents in a fast-paced environment with multiple deadlines with minimal edits/changes necessary.
- Proofreading, editing, and providing quality reviews of documents prepared by team members.
- Assisting with strategic business development activities; e.g., participating in Go/No-Go discussions to determine if an opportunity warrants pursuit, and pro-actively integrating strategic objectives into your work.
- Coordinating and producing proposal responses to RFIs, RFQs, and RFPs - this includes facilitating kick-off meetings, managing proposal deadlines, writing and coordinating content, complying with our quality management processes, and owning the final product.
- Collaborating with graphic designers, fellow proposal writers, and other marketing team members to produce communications and marketing materials.
- Developing and maintaining effective working relationships with the marketing team, other departments, and external consultants and clients.

Qualifications

Preference will be given to a well-rounded individual with superior writing, editing, and proofreading skills as well as working knowledge of InDesign or other publishing software. Experience in the construction or design industry would be an asset.

Apply

If you're looking for the opportunity to be part of a dynamic and growing firm in Winnipeg, we want to hear from you. Email your resume in confidence to careers@republicarchitecture.ca