



Proposal Coordinator

Location Eatontown, NJ

Reference: EPS-180703-PropCoord

EPS Corporation is currently seeking a Proposal Coordinator for our Eatontown, NJ office.

Specific Responsibilities:

- Provide coordination for proposals, RFI responses, presentations, white papers, compliance matrices, and other products developed or supported by the Business Development team and company divisions.
- Prepare and/or manage smaller proposals, schedules and the writing process, as assigned and when needed
- Publish and enforce schedules and deadlines, arrange meetings, and facilitate the submission and iteration of author input.
- Harvest boiler plate, reusable text and graphics from previous proposals.
- Coordinate the internal flow and review of all proposal inputs and outputs.
- Provide administrative support to Proposal Managers, Proposal Writers/Editors, and Capture Managers.
- Analyze Federal RFP Sections L and M (or equivalent) proposal instruction requirements and prepare proposal templates.
- Verify that all RFQ/RFP requirements are met.
- Be responsible for coordinating with subcontractors and outside project team members for data calls, meetings and necessary documentation.
- Prepare proposal kick-off meeting documentation (internal and external), and Color review preparation and proposal documentation
- Develop plans for proposal reviews and final production cycles (production, reproduction, and binding/packaging, final master proposal, and all hard/soft copies).
- Performs additional related duties as assigned by the VP - Proposal

Qualification Requirements:

- The candidate must have at least three (3) to four (4) years of experience with proposal development, publication production, corporate communications in a proposal development services environment;
- Strong working knowledge of MS Office Suite (Word, Power Point, Excel, Microsoft Project, etc.). Other desktop publishing, graphics software, and Internet software familiarity, but not necessary
- Position requires an acute attention to detail and impeccable proofreading and editing skills
- Must possess demonstrated abilities to work under and enforce tight deadlines, work independently and as part of a team, and prioritize multiple tasks efficiently and effectively
- Flexibility to meet deadlines and proposal schedules
- Excellent time and resource management skills, organizational skills, and oral communication skills
- Due to the fast-paced work environment, the selected individual must be a team player, self-starter, and able to work with minimal direction to meet deadlines
- Ability to maintain a positive attitude under stress and ability to work with a diverse group of personalities
- Understanding of US Government contracting and proposal processes



- Must adapt to shifting priorities, stringent deadlines, and evening/weekend hours to accomplish tasks within non-negotiable client deadlines.

Other Considerations:

- The nature of the work may involve occasional evening or weekend hours to meet government proposal deadlines
- Qualified Candidate will be required to participate in a proposal skills aptitude test before hire
- Candidate must be able to obtain and maintain a secret security clearance

For immediate consideration candidates should send their resumes with salary requirement and reference number EPS-180703-PropCoord to anuradha.rao@epscorp.com or fax to 732-530-4726.

If you require accessibility assistance for open position, please contact the Human Resources Department at HR@epscorp.com or call (732) 747-8277

*VEVRAA Federal Contractor, Equal Opportunity Employer (EOE) / AA
Minority / Female / Veteran / Disabled / LGBT are encouraged to apply*