

## **Proposal Coordinator**

We are seeking a skilled and organized individual to join our team as a Land Surveying Proposal Coordinator. The successful candidate will play a key role in the preparation and submission of proposals and estimating for land surveying services. This role will consist of communication with project managers, field personnel, and staff to effectively estimate and coordinate accurate proposal submissions for client review.

### **Responsibilities**

- Organize, create, and maintain project documentation and correspondence to support proposal development.
- Ensure that all required documentation, including technical and cost proposals, is complete and accurate.
- Review proposals for completeness, accuracy, and compliance with client requirements.
- Craft compelling and comprehensive proposals that address client needs and requirements.

### **Qualifications**

- Proven experience in proposal coordination, preferably in the land surveying or engineering industry.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills.
- Familiarity with land surveying terminology and practices.
- Familiarity with Geographical Information Systems (GIS), Register of Deeds data management, and proficiency at office and digital communication.

The Proposal Coordinator will work in collaboration with the Director of Business Development to ensure timely, accurate, and competitive Land Surveying proposals and will be responsible for data collection and documentation required for successful contract awards. A successful applicant will also adhere to our Core Values at Ed Holmes & Associates and be committed to excellence in their work and the reputation of the company.