



3690 70<sup>th</sup> Avenue North  
Pinellas Park, FL 33781  
www.custom-mfg-eng.com

# Proposal/Technical Writer I

**Job ID:** 2021-07ABC  
**Regular/Temp:** Regular  
**Full-Time/Part-Time:** Full-Time  
**Submit Reply and Resume to:** [CMEHR@custom-mfg-eng.com](mailto:CMEHR@custom-mfg-eng.com)

**MUST complete Predictive Index test before applying:**

<https://assessment.predictiveindex.com/54R/915aa051-e791-4afd-bbd7-794459e8fb88?type=candidateba>

## Job Summary:

At CME, the Proposal/Technical Writer leads collaborative proposal efforts and plan, develop, produce, and deliver proposal deliverables heavily focused on defense and aerospace, heavy equipment and industrial machinery, transportation, or power and energy market segments. You will work with multidisciplinary teams such as engineering and manufacturing, to ensure that proposal documents authored reflect the best technical, management, and support offerings that the company can propose in response to RFPs. If you like to craft detailed and well written proposals, including start-to-finish volume management, compliant outline development, good thematic/win theme messaging in annotated outlines and volume/section storyboarding, authoring content and delegation of writing assignments, we would like to speak to you!

## Duties and Responsibilities:

- Analyzing RFP sections, dissecting requirements, and preparing or communicating these to other staff all mandated content such as customer forms, due dates, model contract line items, delivery schedules, key contract clauses, proposal instructions, statement of work (SOW), technical specifications, and proposal evaluation factors.
- Managing multiple proposal tasks with possible rapid turnaround deadlines
- Providing technical proposal expertise to a multi-disciplined team and process while communicating to understand product/service details and study product samples, current technical literature or marketing collateral
- Developing outlines and volume authoring required for a compliant and on-time proposal per RFP requirements and delivery due dates. You will lead proposal meetings focused on volume development to ensure a response strategy and action plans are established, understood, and timely implemented
- Researching to documentation of technical design specifications, test plans/reports, and other technical data items; or work closely with engineers to do so
- Finalizing quality engineering data deliverables to ensure compliance with CDRL instructions
- Planning, developing, organizing, writing/editing operational procedures and manuals (electronic documentation in addition to hard copy manuals, when required)
- Applying customer-specified proposal requirements/company specified procedures regarding mandated content, organization, format, style, and quality while analyzing documents to maintain continuity of style of content; recommend style changes and manage updates/revisions to technical literature
- Creating and maintaining the information architecture, past performance reference data archive and analyze and manage existing and potential proposal content (boilerplate)
- Clerical administrative tasks such as handle callers' inquiries, take messages, and direct them to the appropriate persons, as well as directing mail that comes to CME to the correct individual
- Other duties as assigned

## Job Qualifications:

- Technical understanding of DoD/other Federal R&D and Acquisition contracting business environment
- Proven experience with technical proposals, especially in A&D market. Able to write in explanatory/persuasive style for proposal evaluators and explanatory/procedural styles for multiple audiences. Formal technical publications experience with manuals is desired.
- Strong knowledge of hardware/software engineering concepts; electrical/mechanical engineering a plus
- Translate highly technical information into easily understandable information for customers
- Expert in MS Office, Adobe Acrobat, MS Project, Visio, or other related publishing software used in proposal volume development. Moderate PowerPoint skills desired.
- Experience with and understands the intricacies of the RFP requirements, compliance, and how to effectively dissect an RFP/RFQ
- Knowledge of FAR, DFARS and other customer-specific procurement rules/regulations and flow-downs
- Quick learner and/or expert user of company and online digital tools for RFP/market intelligence and also CRM pipeline management for customer/opportunity and proposal tracking
- Excellent attention to detail, critical thinking, organization, and time management skills
- Excellent written and verbal communication skills; interpersonal skills
- Creative skills/usage of photos, drawings, animation, and charts that increase users' understanding

## Minimum Requirements Needed:

- Bachelor's degree in relevant technical field (e.g., engineering, technical writing)
- Minimum of 3 to 4 years of proposal, technical or sales writing. Experience in *proposal development for the Federal government and/or DoD environment a plus.*
- Applied understanding of a formal proposal development process (Shipley Proposal Method preferred)
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.
- Successful Passage of Required Screenings: Background Check, Reference, Credit, and Drug Testing

## Travel Percentage Required: Minimal & Usually Local to Vendors. 0% -5%

An award-winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. ([www.custom-mfg-eng.com](http://www.custom-mfg-eng.com)). **CME is an Equal Opportunity/Affirmative Action Employer.** *All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, orM1) and/or temporary work visa.** For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.*

**Removal Date:** November 1<sup>st</sup> 2021