



CMEHR@Custom-mfg-eng.com
3690 70th Avenue North
Pinellas Park, FL 33781
www.custom-mfg-eng.com

Proposal/Technical Writer I

Job ID: 2021-07A
Regular/Temp: Regular
Full-Time/Part-Time: Full-Time
Submit Reply and Resume to: 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:

Are you someone who has a passion for working toward enhancing the users experience? We have an exciting and challenging opportunity in sunny Florida for the right person to become our Proposal/Technical Writer, who will lead collaborative proposal efforts and be responsible for planning, developing, producing, and delivering proposal deliverables required by solicitations from the defense and aerospace, heavy equipment and industrial machinery, transportation, or power and energy market segments.

Duties and Responsibilities:

- Analyzes RFP sections, dissects requirements, and prepares or communicates 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
- Collaborate with multi-disciplined personnel and provide technical proposal expertise and guidance to the integrated team and process. Communicate with engineers to understand product/service details and study product samples, current technical literature or marketing collateral
- Follows editorial rules and best proposal practices, most importantly applies customer-specified proposal document requirements and company specified procedures regarding mandated content, organization, format, style, and quality
- Lead ad hoc small proposal teams for any technical RFP response requirements and guide the team's proposal development process
- Develop outlines and volume authoring required for a compliant and on-time proposal per RFP requirements and delivery due dates
- Organize and lead proposal meetings focused on volume development and ensure a response strategy and action plans are established, understood, implemented, and tracked to timely completion
- Assist technical authors with: writing, revising, proofreading final copy before final production and submission of proposals to customer.
- Support and/or facilitate internal proposal draft reviews by stakeholders/review team
- Augment other proposal volume support as required
- Plan, develop, organize, write and edit operational procedures and manuals
- Research, develop and document technical design specifications, test plans/reports, and other technical data items; or work closely with engineers to do so
- Finalize quality engineering data deliverables to ensure compliance with CDRL instructions
- Produce electronic documentation in addition to hard copy manuals, when required. Coordinate in-house or out-sourced print production if needed

- Maintain a comprehensive library of technical terminology and documentation
- Follow company/business development proposal style and analyze documents to maintain continuity of style of content; recommend style changes as appropriate and manage updates and revisions to technical literature
- Create and maintain the information architecture, past performance reference data archive and Analyze and manage existing and potential proposal content (boilerplate)
- As required, completes collating, printing, binding, packaging, and filing of compliant hard and soft copies for submission
- Supports other internal business development activities as assigned (e.g. white papers, case studies, competitive analysis, marketing collateral)
- Ensures correct grammar, spelling, and usage, as well as adherence to internal, agency, and customer styles and editorial requirements to ensure high quality documentation
- Clerical administrative tasks for the company such as answer calls that go through to the operator, handle callers' inquiries, take messages, and direct them to the appropriate persons according to their needs, as well as directing mail that comes to CME to the correct individual

Job Qualifications:

- In-depth experience with technical proposals, especially in A&D market. Able to write in explanatory and persuasive style intended for proposal evaluators
- Proven experience guiding small proposal/project teams for bids/proposals is a plus
- Additional technical writing experience for formal technical publications is desired (i.e., manuals). Able to write in explanatory and procedural styles for multiple audiences
- Strong knowledge related to Hardware and Software engineering concepts preferred. Past proposal experience working with electrical and mechanical engineers a plus
- Ability to translate highly technical information into easily understandable information for customers
- Proven professional work experience as a technical proposal writer and proposal volume lead (book boss) Must be skilled at multi-tasking and prioritization.
- Must have high level of expert in MS Office, Adobe Acrobat, MS Project, Visio, or other related publishing software used in proposal volume development. Moderate PowerPoint skills desired. Basic creative/artistic talent is desired
- Fully understands the intricacies of the RFP requirements, compliance, and how to effectively dissect an RFP/RFQ
- Working knowledge of FAR, DFARS and all other customer-specific procurement rules and regulations and/or flow-downs
- Strong aptitude for modern software tools. 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. Knowledgeable about and keeps up with latest proposal automation tools in the field
- Experience using customer-oriented RFP data exchange portals and strong protocols for data security
- Analytical with excellent critical thinking skills; organized with strong attention to detail
- Excellent written and verbal communication skills; interpersonal skills
- Creative skills and usage of photographs, drawings, diagrams, animation, and charts that increase users' understanding
- Good time-management skills

Minimum Requirements Needed:

- Bachelor's degree in relevant technical field (e.g., engineering, technical writing)

- 3-5 years of experience as a Proposal/Technical Writer or similar role
- 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 & Tests: Background Check, Reference, Credit, and Drug Testing

Position Detail:

The Proposal/Technical Writer will lead collaborative proposal efforts and plan, develop, produce, and deliver proposal deliverables required by solicitations. Must manage multiple proposal tasks with sometimes rapid turnaround deadlines. Provides hands-on management and best practices for proposal development processes, including but not limited to, 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. Work with engineering, manufacturing, and business development personnel, or other Subject Matter Experts, to ensure that proposal documents authored reflect the best technical, management, and support offerings that the company can propose in response to RFPs. The proposal work is heavily focused on defense and aerospace, heavy equipment and industrial machinery, transportation, or power and energy market segments. The Proposal/Technical Writer will also be responsible for some clerical administrative tasks for CME. Responsible for answering calls, handle callers' inquiries, take messages, and direct them to the appropriate persons according to their needs. Will also be responsible for incoming/outgoing mail that does not go to the shipping/receiving department.

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).

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, or M1) 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: May-2-2021