



**CUSTOM MANUFACTURING  
& ENGINEERING™**

# Technical Proposal Writer/Editor

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Pinellas Park, FL 33781  
[www.custom-mfg-eng.com](http://www.custom-mfg-eng.com)

**Job ID:** 2021-29D  
**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:**

We are currently seeking a technically-oriented proposal writer/editor who will participate in all phases of the proposal process including opportunity reviews, proposal strategy planning, research, content writing and development, internal review, production, and maintenance of proposal content assets and archives to ensure that all materials are customer-focused and clearly articulate compelling business value.

**Duties and Responsibilities:**

- Review and analyzes requests for proposals for compliance requirements
- Collaborate with project leads, subject matter experts, and others to develop technical proposals
- Design, layout, and production of authored materials, including the creation of charts, diagrams, and other visual elements
- Meet proposal deadlines, and ensure all contributors submit required data on time
- Follow commonly accepted or as-directed proposal formats and standards
- Monitor submitted proposals, tracking both successful and unsuccessful ones
- Other documentation development duties as assigned (reports, manuals, marketing collateral, briefings, etc.)

**Job Qualifications:**

- At least two years of experience as a technical proposal writer in Federal Government/DoD market
- Strong aptitude for understanding hardware/software engineering concepts
- Established record of successful technical proposal volume development and submissions
- Familiarity with MS Office, MS Project, Acrobat and proposal-focused databases
- Ability to manage multiple proposals and meet all deadlines
- Ability to collaborate with others on proposals and has superb written and oral communication skills

**Minimum Requirements Needed:**

- Four or more years of experience as a technical proposal writer in electrical and mechanical engineering business, or similar
- Bachelor's degree in Professional and Technical Writing, English, Communications, Engineering, or related field
- 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
- **You have been completely vaccinated for COVID-19**

**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, 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:** January 5<sup>th</sup> 2022