



SYBLON REID

General Engineering Contractors

Providing Solutions to Difficult Projects

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Company Overview

Providing solutions to difficult projects since 1955, Syblon Reid is an employee-owned ESOP heavy civil contractor based in Folsom, California. We undertake a diverse array of multifaceted projects, from the construction of new facilities necessary to meet the needs of a growing population to the rehabilitation of historic and vital water conveyance and hydro generation facilities that helped build this nation. Syblon Reid offers unique opportunities to become part of a highly-skilled construction team on one-of-a-kind projects in Northern California and the western United States.

Position: Proposal Manager

Location: Folsom, California

Salary Range: \$90,000 - \$130,000/year

Position Summary

Proposal Manager will support and manage the development of new project pursuits including, but not limited to, project/pursuit management, content development, editing and proofreading, formatting, layout, and production.

Key Responsibilities

- Coordinate proposal strategy discussions and kick-off meetings for pursuits and ensuring strategic win themes are effectively incorporated throughout the proposal process.
- Collaborate with internal teams in the development of various proposal sections including Management, Personnel, Executive Summaries, and/or other Volumes as assigned.
- Leads and engages in project specific and client capture planning.
- Engages in the interview process to meet all client needs and align proposal themes and messaging.
- Develops and maintains contacts with clients. Interface with clients to partner and bid projects to their requirements.
- Analyze formal RFQ/P requirements and ensure consistency, accuracy, and adherence to all stated requirements.
- Reads and reviews all general requirements in specifications.
- Work with the pursuit team leader to establish and strictly manage the pursuit schedule (i.e., when drafts are expected, review time needed, content support from Project Management staff, etc.).
- Identify unique characteristics within a bid: schedules, high hazard safety requirements, penalty clauses, subcontractors, material procurement and other risk management requirements.
- Assist with pre-qualification and pre-bid submissions.
- Participates in project reviews and pre-project meetings with client and Syblon Reid project teams.
- Deals with internal and external clients in a professional manner consistent with Syblon Reid Code of Business Conduct.

- Development of additional marketing collateral including brochures and qualification packages, team resumes, case studies, and project data and stories, etc. that highlight Syblon Reid's technical expertise and differentiators.

Qualifications

- Bachelor's degree or equivalent.
- 5-10 years of experience leading the proposal process from prepositioning phases through interview and driving teams to develop compliant and competitive bids for an engineering, construction, or professional services organization.
- Proficient in marketing techniques (layout, graphics, strategy-to-win)
- Proficient in Microsoft Word, Excel, PowerPoint Construction, Adobe Creative Cloud, Word, Excel, Outlook, PowerPoint, Photoshop, InDesign.
- Excellent interpersonal skills required with ability to multi-task and prioritize.
- Strong communication skills both written & oral.
- Good negotiation, problem solving, planning and time management skills.
- Excellent communication, organizational, and supervisory skills.
- Professional judgment and discretion.
- Strong problem solving, analytical and decision-making skills.
- Possesses a strong ability to work independently and collaboratively in a team environment.
- Developing understanding of construction, architecture and/or engineering industry.
- Excellent organizational and time management skills with a proven ability to meet deadlines.
- Physical ability to conduct pre-bid and project field visits.
- Must possess current driver's license and maintain acceptable driving record according to company standards.
- Physical requirements include being able to lift and carry 75 lbs. and walk on uneven surfaces.
- Must be authorized to work in the United States.

Benefits

- Employee Stock Ownership Program (ESOP). Annual stock contributions are made 100% by Company
- 401(K) Retirement Plan with Employer Match
- Medical and Prescription Drug Plans
- Health Reimbursement and Flexible Spending Account
- Dental Plan
- Vision Plan
- Company-Paid Life and Disability Insurance
- Cash Bonus Program
- Paid Vacation, Holiday, and Sick Days
- Tuition Assistance Program
- Employee Assistance Program
- Continuing Education

Syblon Reid is an Equal Opportunity Employer.

Check out our unique and adventurous projects at www.srco.com