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**Role Description**  
**Proposals Coordinator**Project number  
Date  
Prepared by**0001:00**  
**28 January 2025**  
**Adam James**

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## A bit about us

Ryder Architecture Vancouver is part of a global network of Ryder offices around the world. Our goal is simple – to improve the world around us, and in doing so, improve people’s lives. We call this approach Everything architecture, which is based on the principles of simplicity, usefulness, and elegance in design. We are passionate about our people, service, and architecture. Our collaborative approach allows us to deliver the best return for our clients and the environment.

Ryder is committed to building an inclusive, diverse, and skilled industry that prioritizes social and environmental responsibility. We strive to create a workplace that fosters meaningful experiences.

## 1.0 Job Description

We are seeking a Proposals Coordinator to join our dynamic Vancouver team. In this role, you will collaborate with our local and global teams to craft compelling proposals that reflect our values, highlight our experience, and support business development efforts. You will play a key role in managing the proposal process and contributing to the growth and success of Ryder Vancouver. While the primary focus is on proposal coordination, this role also presents opportunities to support marketing efforts by creating engaging marketing materials and driving marketing initiatives.

### Proposal Leadership

- Lead the proposal development process, including creating outlines, coordinating contributions, drafting and tailoring content, managing timelines and ensuring compliance with requirements, all while ensuring clear communication and producing high-quality submissions for RFPs, RFQs, and EOIs.
- Monitor bid platforms to identify potential opportunities, conduct go/no-go assessments and align pursuits with Ryder’s strategic goals.
- Manage proposal assets and templates, including project sheets and team CVs. Organize collateral to support project teams, ensuring easy access and usability through our digital asset management platform, Open Asset.
- Assist in coordinating interviews and presentations for potential projects.

### Business Development

- Conduct market research and analyze the development and construction industry to identify potential leads and inform strategic decision-making.
- Track upcoming potential project leads, and industry-related news.
- Support the development of strategic relationships with clients, consultants, and industry partners.
- Track and coordinate networking events, industry conferences, and client engagement initiatives.

## 2.0 Qualifications

- Minimum of 1-2 years of experience in proposal development and marketing within the AEC (Architecture, Engineering, Construction) industry.
- High proficiency in InDesign for content creation and layout design; experience with other Adobe Creative Suite programs is an asset.
- Strong proficiency in Office365 applications for document creation, editing, and collaboration.

# Ryder

- Exceptional project management and organizational skills, with the ability to manage multiple priorities and deadlines effectively.
- Excellent written and visual communication skills, with the ability to craft compelling narratives.
- Keen eye for detail, including proofreading and editing material, as well as an aptitude for understanding technical terminology.
- Strong analytical/creative problem-solving skills.
- Professional and collaborative demeanour, enabling effective communication with clients, partners, and colleagues.
- Ability to work independently while contributing to a highly collaborative team environment.
- Interest in Passive House and high-performance low carbon design – because we love talking about it... probably more than you'd expect!

### **3.0 Wage**

\$70,000 to \$85,000

### **4.0 Location**

New team members work from our office for an initial 6-month probationary period to integrate more effectively with our team and work practices. Upon successful completion of the probationary period, we offer an increasingly flexible, trust-based hybrid location policy.

### **5.0 Application**

We have a blind application screening process to try to reduce unconscious bias. When you send us your application, our admin team will remove your name, and other identifying material from your application before it is reviewed by our hiring team. Ryder is an equal-opportunity employer. If you think you could be great for the job and need workplace flexibility let us know.

Please apply through the Join Us module found on our website:

<http://www.ryderarchitecture.com/join-us-application/>

Thank you in advance for your application, however, please note that we will only contact those chosen for interview.