



STILL LOOKING FOR THE MISSING PIECE?

www.ApexCareers.com

Job Title: Proposal Writer

Company Information:

Apex Systems is a rapidly growing business services company that places temporary and permanent professionals into other organizations. Specializing in technical placements, Apex Systems was listed by Inc. Magazine as one of the 500 fastest growing private companies in America.

Since it's formation in 1995, Apex has continued its aggressive growth and gained market share over its competitors. We are an expanding mid - sized company with significant opportunities for advancement.

For more information on Apex Systems visit www.apexcareers.com.

Job Description:

We are looking for competitive, self-motivated individuals who have the drive to succeed and contribute to our next level of growth. We are looking for experienced proposal writer with a proven track record in the government field.

At Apex our proposal writers are responsible for the following tasks:

- ▶ RFP/RFI creation and delivery
- ▶ Building relationships with peer level Supply chain employees within our customers.
- ▶ Work with Apex branch staff to proactively gather info on clients in order to win RFP's
- ▶ Work with IT to develop reporting around common metrics asked for by our customers
- ▶ Working with content manager to maintain a data base that houses all RFP responses
- ▶ Formulating mini-proposals for sales teams presenting a business case to supply chain
- ▶ Conducting research and maintain knowledge files around industry trends/benchmarks
- ▶ Building relationships with sales teams to prepare for upcoming RFP's

We are looking for someone to provide:

- ▶ Must have the ability to learn our customer's business and differentiate our service offerings accordingly to meet their requirements.
- ▶ Prior proposal writing within the staffing industry is preferred but isn't a deal breaker
- ▶ Understanding of how to write, edit, and price a winning proposal
- ▶ Understanding importance of past performance and what information is relevant to the proposal

Job Requirements:

A successful applicant must:

- ▶ A self starter with a high sense of urgency and a strong will to be the best
- ▶ Process and Solution oriented
- ▶ Ability to work autonomously and learn our industry quickly.
- ▶ Ability to build strong relationships
- ▶ Ability to be direct and have difficult conversations
- ▶ Excellent communication skills
- ▶ Excellent organizational skills with solid documentation skills
- ▶ Ability to multitask and meet deadlines
- ▶ Be energetic and enthusiastic with a 'can do' attitude
- ▶ Must be a team player
- ▶ Coach able and receptive to feedback

Education:

- ▶ Must have a Bachelors degree

Benefits:

We offer great benefits such as:

- ▶ Competitive Base Salary with Commission opportunities
- ▶ 401k Retirement Plan
- ▶ Health, Dental and Vision Insurance
- ▶ Long and Short-Term Disability
- ▶ Life Insurance
- ▶ Vacation and Holiday Pay
- ▶ Training and Advancement opportunities
- ▶ Tuition Reimbursement
- ▶ Birthdays Off
- ▶ Philanthropic Opportunities
- ▶ Referral Program
- ▶ Partial Gym Membership Paid
- ▶ Team Building Events

Our environment is fast-paced and always changing. We pride ourselves on having a company that works together as a team to get business closed for our clients. This creates such a strong culture that 87% of our employees surveyed say they are committed to make Apex a long-term career. Opportunities for advancement are solely based on performance, so working hard can move you up the corporate ladder quickly as we grow into one of the Nation's top technical staffing firms.

"Apex Systems, Inc. is an Equal Opportunity Employer and encourages minorities and females to apply."

APEX SYSTEMS, INC. will help you find it.

