

Marketing Proposal and Submissions Writer

We are seeking to appoint an experienced Marketing Proposal and Submissions Writer to join our vibrant marketing team. The successful applicant will have experience working on proposals and submissions, excellent stakeholder management skills and a flexible attitude with the ability to work well under pressure.

About Us

Dynamic and innovative, k20 Architecture is a multi-award-winning design-based studio founded in 2002. Located in South Melbourne, we are a progressive practice specialising in public projects and are comprised of a diverse team of passionate architects and designers. Our high performing culture is collegiate, and the wellbeing of our people is essential to the success of the practice. Our policies support a workplace that enables us to be at our very best so we may exceed our client's expectations and we offer flexible working arrangements.

About You

This is a career opportunity for an enthusiastic, highly driven individual to join our expanding marketing team. As a deadline driven person you will thrive under pressure and can confidently multi-task and effectively prioritise your workload. Ideally you have worked for a minimum of three years in a medium to large size organisation where you have developed your foundational tender skills within a business development capacity. Then most importantly, the successful candidate must be a good cultural fit for our practice.

Key Responsibilities

- With a specific focus on writing high quality, compelling, compliant content, you will project manage all tenders and submissions
- Identify growth opportunities within our existing client base to support our strategic business plan
- Drive new business initiatives to reach financial targets and departmental KPIs
- Use our CRM program to produce reports, track opportunities and conduct account planning for clients and prospects.

Key Selection Criteria

We would love you to apply if you can demonstrate the following key selection criteria:

- Able to demonstrate effective tender/proposal writing skills
- Minimum three years' experience in similar roles
- Excellent communication and presentation skills
- Be able to work autonomously and in a team environment
- A high attention to detail with an excellent editing and proofing ability
- Excellent literacy skills, with an extensive vocabulary
- Deadline driven with effective time management skills
- Are driven to achieve individual goals and career plans
- Advanced skills in Microsoft Office
- Tertiary qualification in Business, Marketing or Communications
- InDesign Graphic Design skills (preferred)

To start your career journey with us please email a cover letter addressing how you meet the requirements and key selection criteria together with your CV in PDF format by close of business 18/06/21. Please note we are actively reviewing applications as they are received and reserve the right to withdraw this position at any time. To apply for this role, email your application to melboffice@k20architecture.com with **"Proposal Writer"** in the subject line.