



Armatec is hiring a Bids and Proposals Specialist!

An innovative company with an entrepreneurial spirit, Armatec was established in London, Ontario, Canada in 1997. In the last 20 years Armatec has established itself as a significant player in the defence survivability market. Our products are instrumental in saving soldiers' lives around the world and we continually strive for innovation and product excellence.

Armatec is looking for a professional with passion, energy and initiative who wants to join our team. The successful candidate will have proven experience with a desire to think outside common boundaries and an appetite for growth. Key requirements for the individual looking to join our team of cultural high performers is a team player with excellent listening and inter-personal skills, the ability to empower your team and foster inter-departmental synergy.

Armatec prides itself on the highest standard of ethics and compliance to our values, our mission and vision; all key to the future innovation and growth of our company.

Do you have what it takes to provide guidance and mentorship in this fast moving and high tech environment?

Position Title: Bids and Proposals Specialist

Location: Dorchester, Ontario

General description:

Responsible for assisting with the full range of bid and proposal actions including evaluation of Request for Proposals (RFP), preparation of RFP responses and new business proposal, triaging of proposal modifications, evaluation of new business opportunities and preparation of contracts.

Prerequisite Skills and Qualifications:

- Must hold an undergraduate degree in business, finance, law or equivalent, or can demonstrate equivalent work experience
- Minimum 2 years' of bid and proposal experience in defence setting responding to Requests for Information (RFI) and RFPs as well as developing proposals
- Superior problem solving skills
- Proven ability to manage detail on multiple projects simultaneously
- Strong PC skills, including experience using MS Project, MS Office, MS Outlook and internet browsers
- Ability to work under stress, interruptions and tight deadlines
- Independent judgment to determine project guidelines, purpose, follow-through and completion

Essential Duties:

- Help manage the bid and contract process to assure timeliness, efficiency and seamless coordination with internal departments
- Manage coordination of FBO, MERX, buy and sell, and request appropriate documents including classified and unclassified documents.

- Manage Armatec Survivability Registration through Online Representations and Certifications Application (ORCA) and JCP Offices (North American Industry Classification System (NAICS) Codes and JCP)
- Review/analyze in-bound proposal requests (such as RFP, RFQ, EOI, SOA, etc.) and develop proposal structure and contents
- Provide full contract support from solicitation, through receipt of RFP; negotiation and award; and coordination with Contract Management and Administration
- Delegate proposal tasks, and ensure proposal schedules are maintained and met
- Prepare and distribute “Bid Packages” to all stakeholders and prepare response from team members in all areas of: technology, costing, T&Cs, scheduling, risk register, Program Management (PM), Supply Chain Management (SCM), Quality, Business Development (BD), Capture Strategy, Legal Support, Export Licensing, Financial Plan, Canadian Commercial Corporation (CCC), FMS
- Compile, edit and write standard proposal components in adherence to requirements; compiling disparate content elements from a distributed group of authors into a cohesive and responsive proposal document
 - Compliance Matrices for Engineering, Quality, ILS, Configuration Management (CM) and PM
 - Create necessary score matrix
 - Create Program SDRLS, MS Project schedules, Program Management plans, Work Breakdown Structure, Subcontract Management Plans, Risk Management
 - Review the process to ensure: plan review in place, review audits (Pink and Red teams reviews) and review results implementation
 - Follow internal process to ensure the proposal is approved
- Communicate with the customer on the submission of bids and proposals ensuring proper follow up of proposals and bid submission which may include down-select, rejection of bids and awards
- Maintain the proposal boilerplate of RFP and RFI documentation and updating as needed
- Prepare accurate reports of all bids and proposals activity including forecasting upcoming proposals, proposals submitter and proposals to be awarded
- Maintain Made 2 Manage or CRM software with proposal forecasts
- Reviewing, negotiate an accept contractual T&Cs
- Lead negotiations on behalf of the Company
- Liaise with legal counsel on contracting and commercial issues
- Lead bid follow up support activities, bid tracking, bid down select and sales interface and bid debriefing
- Identify and mitigate risk management including input from Integrated Program Team (IPT), risk assessment and evaluation and approval to proceed
- Continuously lead bid improvement process ensuring lesson learned are established and corrective actions are implemented
- Responsible to organize, attend and ensure a positive image of Armatec is left during trade shows, marketing activities, etc.
- Ensure Armatec’s website, brochures and marketing materials are prepared and updated
- Bid management: Bid strategy implementation, bidder conference, clarification questions, bid compliance management, proposal management including coordinate IPT, prepare bid pricing including: price proposals.

Armatec offers a competitive compensation package with a comprehensive, flexible group benefits program.

Qualified candidates may apply to: hr@armateconline.com. Please include position title in e-mail subject line. We thank all who apply, but only applicants selected for an interview will be contacted.

Equal Employment Opportunity

Armatec is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals.