

Job Opening

Company: EPM Solutions
Position: Proposal Writer / Technical Writer
Company contact: Sophia Zhou
Job type: FULL TIME

Job description:

Prepare commodity quote for customer buying software and fulfill software sales order. Verify order received by Client and receiving report approved

Research government bid opportunities and teaming opportunities from a variety of websites
Contact customer and prospects by email/phone periodically and provide information to them as requested

Update our pricelist and offerings to designated websites such as gsaadvantage.gov

Register our company as a vendor on our partner and customer websites

Assist in proposals such as formatting, packaging or shipping as needed.

Assist in office duties as needed (5%)

Other miscellaneous duties

Required qualifications: Must have education/qualifications:

4 years college degree

Excellent organizational skills and detail-oriented

Strong work ethics

Have can-do attitude

Advance level MS Words, Excel, PowerPoint and Outlook

Good writing skill is desirable

Sales, business development or marketing experience a plus

Experience with technology consulting business and government contracting field is a plus

Love to read and research will help you excel at this job

Additional information: NEXT STEP:

Please respond with a cover letter stating:

1. Why you are the right fit for the position
2. Resume
3. Your salary expectation
4. Your location.

No phone calls please. Qualified candidates will be contacted in three business days for an interview.

ABOUT EPM SOLUTIONS

Having moved to East Bay last year, we are now in the process of adding new members to our team and take our company to the next level.

EPM Solutions is a Microsoft Gold Partner and Project Management Institute (PMI) Chartered Education Provider. Our primary services are business driven technology solutions and program & project management practices. Our clients are primarily the US federal government agencies as well as large businesses. More at www.epmsolutions.net