

Job Description

Proposal Writer

Position

Proposal Writer

Desired Experience

0 to 1 year (Fresher can apply)

Qualification

B.SC, B. Tech (CS / IT),MCA, BCA, BBA, MBA, PGDIT or any IT Diploma or any graduation or Post Graduation ,A Bachelors or Masters degree in English or Communications preferable

Location

Vadodara

Shift

Night Shift

Salary

Competitive package + Incentive (One of the best in the Industry)

Required Skills

- A fresher can apply for this position
- Excellent written and oral English language skills including advanced proofreading and editing skills
- Excellent attention to detail
- Strong organization skills and ability to plan and manage multiple tasks simultaneously.
- Demonstrated success working with strict deadlines
- Have an analytical mindset
- Network suavely
- Should have an extensive command of the English language. Should have the natural ability to break down technical writing into clearly understandable written English text.
- The natural ability to write and clearly articulate technical solutions into easy and understandable text is a must.

Roles and Responsibilities

- The Proposal Writer will be responsible for writing and managing all aspects of the proposal development process and responding to US Federal Government RFPs and RFQs.
- The proposalwriter should be able to coordinate writing assignments between the technical solutions architect, other technical proposalwriters and compile different writing assignments into a single, clearly understandable and technically qualified proposal response.

- The proposalwriter should be able to break down RFP requirements into technical and management approaches and develop and implement a compliance matrix of proposal requirements versus proposal response.
- The natural ability to write and clearly articulate technical solutions into easy and understandable text is a must.
- The ProposalWriter will be responsible for developing and maintaining all proposal plans, calendars, stand up calls, meeting agendas, and response documents to ultimately facilitate a well coordinated, organized, and timely proposal development process and ultimately a smooth and successful proposal response.
- **Company Profile**
- **vTech Solution Inc.**
- vTech Solution. is an executive search firm with a special focus on recruitment for the new economy sectors including Finance, Telecom, Education, Healthcare and other industry where companies are in need of IT services.
- **vTech Solution INC.** supports the clients based in – Washington District of Columbia, Commonwealth of Virginia, Commonwealth of Pennsylvania, State of Maine, and State of Arkansas, State of Maryland, State of Michigan, Department of Labor, Council of District of Columbia, School specialty and many other clients in USA. **vTech is USA based IT firm having offices in Washington DC, Virginia and Texas dealing in IT Consulting, IT Services, Cloud Computing and IT staffing is one of the part of its services. For more details please visit the company website – www.vtechsolution.com**

The company has experienced exceptionally high levels of growth since its inception which can be largely credited to the dedication and commitment shown by all the employees over the years. As a result, we have developed good rapport with several prestigious organizations in USA

Contact Details

Recruiter Name

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