GARDAWORLD
Careers

GardaWorld - Proposal Writer - Toronto or Ottawa - 80k-90k

Reference	1443340800
Work locations	Toronto (Ontario, Canada) · Ottawa (Ontario, Canada)
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The position

The proposal writer plays a key role in achieving GardaWorld's sales objectives by developing competitive, strategic and customized proposals to answer complex requests for proposals.

Working closely with sales, operations, finance and other stakeholders, it contributes to the definition of the proposal strategy and highlights the organisation's integrated security solutions and operational expertise. This position requires a good understanding of B2B services, the ability to structure convincing proposal descriptions and excellent rigour in the simultaneous management of multiple bids.

Key Responsibilities

Proposal Strategy & Positioning

- Support the development of a proposal strategy in collaboration with business owners, business leaders and cross-functional teams
- Analyze the RFP requirements to determine client priorities, evaluation criteria and key decision-making factors
- Contribute to the value of GardaWorld's messaging that differentiates from integrated security solutions
- Ensure that proposals are aligned with client industry context, risk environment and business requirements

Proposal Development & Writing

- Develop clear, structured and convincing proposal content tailored to each client
- Translate operational, financial, and solution inputs into business-focused messaging
- Ensure consistency, accuracy and quality of all sections of the proposal
- Review, modify and correct the content of the proposal to meet professional and compliance standards

Cross-Functional Collaboration

- Coordinate inputs from Sales, Operations, Finance, HR, Legal, and subject-matter experts
- Facilitate working sessions to collect the required information and align content
- Ensure that all contributors understand expectations, timelines and deliverables

Project Management & Execution

- Manage deadlines, priorities and deadlines for submission of proposals
- Track risks, dependencies, and outstanding inputs throughout the proposal lifecycle
- Escalate issues as needed to ensure on-time, high-quality submissions
- Maintain proposal documentation, templates, and records within company platforms and CRM

Continuous Improvement

- Contribute to the evolution of proposal models, tools and content libraries
- Integrate lessons learned from the results of the proposals to improve future communications
- Support standardization of proposal processes while maintaining flexibility for customization

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Qualifications & Experience

- 5 years and more experience in drafting proposals, responding to the RFP or in strategic commercial writing
- Experience in the environments of preferred B2B security services, facilities, infrastructure, construction, engineering or other complex services
- A good understanding of integrated service solutions and business delivery models
- Excellent written communication capacity in English; bilingual English/French is an asset
- Strong organizational and project management skills, with the ability to manage multiple deadlines
- Proven ability to work effectively in multifunctional and matrix environments
- Competency with Microsoft Office (Word, PowerPoint, Excel); CRM and proposal tools are an asset

What We Offer

- Opportunity to work on strategic and high impact proposals and key accounts
- Exposure to senior commercial and operational stakeholders
- Hybrid work model supporting flexibility and work-life balance
- Competitive benefits, including insurance and pension schemes
- Opportunities for professional development in a growing national organization

80k-90k + benefits, hybrid/remote

Search for reference 1443340800 on the Canadian GardaWorld careers portal.

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