

## **Proposal Coordinator**

Fully Remote • [Work from Home, IL](#) • Marketing

### **Job Type**

Full-time

### **Description**

We are HALO! We connect people and brands to create unforgettable, meaningful, and lasting experiences that build brand engagement and loyalty for our over 60,000 clients globally. Our nearly 2,000 employees and 1,000 Account Executives located in 40+ sales offices across the United States are the reason HALO is the global leader in branded merchandise, uniform programs, and recognition and incentive solutions.

We are looking for a **Proposal Coordinator** who will grow into this role and project manage the development of proposals for some of the world's largest brands. You will build strong relationships with the HALO sales leadership team, account executives, and subject matter experts as a key member of the team responding to Requests for Proposal (RFP). Our ideal candidate will have exceptional problem solving skills, exhibit the ability to coordinate multiple projects, and drive projects from start to finish on tight deadlines. The role reports directly to the Senior Manager of Marketing for Business Development.

### **Responsibilities**

- Coordinate and project manage RFPs ensuring high-quality, on time submissions.
- Document, review, and write evaluations for incoming RFPs.
- Serve as the main point of contact with the client and third-parties on projects. Serve as the coordinator for the development of responses across functional teams (creative, merchandising, legal, operations, data security, etc.)
- Develop response drafts using an online proposal management software (RFPIO).
- Assign questions and verify content as needed with internal subject matter experts.
- Write executive summaries and edit general proposals.
- Edit responses and documents.
- Serve as a resource for online procurement portals such as Ariba.
- Additional business development project as assigned.

### **Requirements**

- Bachelor's Degree in Marketing, Advertising, Corporate Communications, Journalism or related field
- 1-2 years related experience in similar position
- Promotional and proposal experience preferred but, not required
- High level proficiency in Microsoft Office Products including but, not limited to, Word, Excel, PowerPoint, Teams, and SharePoint
- Proficient in the use of cloud based software for RFPs (we use RFPIO) or the ability to learn quickly
- Strong business, creative, and technical writing
- Flexibility, teamwork and relationship building
- Must be detail oriented, with strong organizational and time management skills to manage a continuous workflow in a deadline oriented environment