



Unit Electrical Engineering Ltd.
POWER UP!

November 4, 2017

Proposals Lead

UEE manufactures custom electrical solutions for mining, oil & gas, industrial, commercial, transportation and renewable energy applications worldwide. We are a recognized industry leader in the design and manufacture of electrical power and control equipment.

We are currently recruiting for a Proposals Lead, responsible for the timely preparation of both firm and budgetary proposals across our entire industry and product portfolio. The Proposals Lead prepares proposals based on a clear and complete understanding and detailed review of the client's scope, specifications, commercial terms, and schedule. Working closely with UEE's project management, engineering, procurement and sales teams as a solutions provider, the Proposals Lead will develop close relationships and an understanding of the needs of our clients. Each proposal will be followed up with the sales team to analyze win/loss bid results and to optimize margin rates within our various markets.

Specific responsibilities include:

- Reporting to the Manager of Projects and Proposals, prepare detailed proposals using our in-house ERP system and MS Office software;
- Prepare and lead proposal preparation plans for complex Requests for Proposals (RFP's);
- Review and interpret detailed project technical specifications, drawings, schedule and commercial terms and conditions to clearly and completely define the scope of the deliverables.
- Collaborate with and solicit input from the various departments (engineering, accounting, projects, sales, production) as part of the proposal preparation
- Utilize department specialists to identify proposal risks with respect to scope, cost, schedule, quality, technical capability and capacity.
- Following successful award prepare a full and effective hand-over to the assigned Project Manager with intermittent support throughout the project as required.
- Lead the validation and refinement of the estimating process by examination of completed projects.

The successful candidate will have previous proposal preparation experience in a fast paced and collaborative environment. You possess a strong work ethic, positive team attitude, organizational skills, and the ability to understand and interpret detailed technical specifications and commercial terms. Additionally, you are an excellent communicator at all levels within the company as well as with our clients and external partners and stakeholders. If you are a highly motivated and self-directed individual, capable of multi-tasking, with a passion for providing custom client solutions, then this is the job for you.

Trust, team work and competence are fundamentals of how we work as an organization. Respect, integrity and commitment are entrenched in our corporate core values. You will fit well into our team if you believe in these as well.

Interested candidates can apply by emailing your resume and cover letter citing salary expectations to afitzhugh@uee.com.