



5840 Allin Road, Suite B
 PO Box 271
 Prince George, VA 23875
 Phone: (804) 733-0933
 Fax: (804) 733-0935
 Visit us on the web: www.jlmiva.com

JOB TITLE:	Proposal Specialist II	JOB LOCATION:	Prince George, VA
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none"> • Bachelor's Degree plus 3 to 4 years of related experience in proposal work is preferred. A minimum of a Bachelor's Degree; or Associate's Degree and two (2) years of related experience in proposals; or High School Diploma/GED and four (4) years of related experience. • Familiarity with Government proposal work • Attention to detail, creativity, proactive interpersonal and communication skills, organization skills, conceptual thinking skills, effective decision-making, strong writing and editing skills, and document production skills • Must have a very strong/expert proficiency using MS Office products, primarily Word, Excel and PowerPoint • Must be skilled with a graphics editing software, such as Adobe Illustrator or Photoshop Performing final layout, as well as production of hard copies as required 			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Creating and managing proposal preparation schedules, compliance lists, and proposal outlines, and facilitating proposal reviews, working closely with Capture Managers • Providing conceptual input for document design, while ensuring Request for Proposal (RFP) instructions and internal brand guidelines pertaining to format, fonts, etc. are being followed • Providing creative direction for graphics, including organization charts, maps, flow charts, infographics, and matrices • Coordinating with companies who are part of our teams to request and collect capabilities data, resumes, project descriptions, or other narratives to respond to proposal requirements • Copy editing proposal content such as executive summaries, resumes, project descriptions, and other narratives • Proactively conduct quality assurance/quality control on proposal materials, applying strong grammatical skills and attention to consistency and detail • Using strong organizational and time management skills to take on multiple tasks with differing deadlines and consistently produce professional documents • Other duties, as assigned • Our work has non-negotiable deadlines, so a critical requirement for this position is being able to complete work on schedule. Candidates must be able to work quickly with minimal supervision, and be able to effectively prioritize multiple projects to meet competing deadlines. Work may occasionally be required in the evenings or weekends to meet deadlines or to coordinate with staff in different time zones. 			
SALARY/BENEFITS:			
<p>Salary is based on experience and qualifications. We offer a competitive compensation and benefits package that includes health, dental, life insurance, direct deposit and more.</p> <p style="text-align: center;">JLMI is an equal employment opportunity employer EOE/M/F/D/V</p>			



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CONTACT INFORMATION:			
Please Submit Resumes to Recruiting@JLMIVA.COM ; POC: Janet Castrinos; Phone: (804)733-0933; Fax: (804)733-0935. If you wish to learn more about JLMI, visit our website at (www.jlmiva.com).			