

Proposal Manager (Commercial Office Projects)

Office Furniture Remanufacturing and Fitout Company

Rype Office, a rapidly growing and award-winning office furniture remanufacturer and sustainable fitout company based in London, is seeking a full-time Proposal Manager.

This is an exciting role at the forefront of the Circular Economy – leading the office fitout industry into a more sustainable era through the reuse of furniture and materials.

Your principal duty will be managing and writing proposals that demonstrate the cost savings, environmental benefits and social value that we create – showing clients that there is a more cost-effective and sustainable approach to office furniture and fitouts.

We have a great team of talented staff who are very good at their jobs who respect and support each other, and you will become part of this supportive team.

Location:

The successful applicant will be expected to work from Rype Office's West London offices alongside our design team at least three days per week once COVID restrictions are lifted.

Remuneration:

Competitive and dependent on experience.

Position:

The Proposal Manager will play a key role in Rype Office's success. You will be responsible for translating our designs into attractive, costed proposals that present a compelling alternative to expensive, high greenhouse gas emission, and wasteful conventional approaches.

This is an exciting opportunity for someone who has a passion for creating a better world, is a good team player, can work independently, has an eye for detail and takes pride in their work.

Our projects range from small furniture orders to 600-person offices. Most of our proposals are in PowerPoint with an Excel spreadsheet bill of materials. For tenders, which tend to be larger and infrequent, we respond to RFPs in Microsoft Word.

As the business grows there will be opportunity for the candidate to grow and expand their skill set, creating further career opportunities.

Key Responsibilities:

Your key responsibility will be to produce attractive proposals showcasing our products and solutions, meeting client requirements, with accurate pricing and which are delivered on time.

Specific responsibilities:

- Manage our pipeline of proposals, working with our Design and Buying teams to prioritise their time to meet submission deadlines

- Work closely with the CEO on pricing strategies
- Identify and articulate for each project our most important points of difference/USPs
- Maintain a database of costs and competitor prices for using when pricing proposals
- Liaise with clients, designers, buyers and suppliers to clarify proposal requirements, price points and details
- Write attractive and engaging proposals, mostly using our Powerpoint presentation templates, which will include the layout drawings, mood boards, furniture choices and 3D images created by our Design team. For some projects (e.g. large tenders) you will be writing proposals in Microsoft Word.
- Work with our Operations team to determine timescales and prepare high level implementation workplans in Excel, when required (usually only for large projects)
- Prepare bills of materials/pricing schedules detailing what we will supply, with input from our Design and Buying teams. Getting the pricing right is vital for the success of Rype Office and the Proposal Manager will be responsible for pricing, including checking price totals using rules of thumb
- Calculate the greenhouse gas emission and waste savings generated by our proposed solutions using our conversion factors
- Ensure proposals are complete (answering all client questions), error-free, attractive and submitted on time
- Review unsuccessful proposals to identify improvements that can be made to our proposal content and process
- Establish and refine processes and templates to improve the quality of our proposals

Required skills and qualifications:

- Demonstrable recent experience of bid/proposal management and writing
- Excellent written communication skills with demonstrated ability to present ideas
- Proficiency in MS Office (Excel, PowerPoint, Word)
- Strong time management / prioritisation skills
- Self-motivated
- Good team player
- Good with numbers
- Ability to work calmly under pressure
- Excellent attention to detail

Desirable (but not essential):

- Qualification in relevant discipline (engineering, science, mathematics, English)

Essential:

- Eligible to work in the UK

To Apply:

Send your application, comprising a cover note explaining why you are suitable for this role and your CV, to Georgette at brent.works@brent.gov.uk.