



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Marketing & Proposal Coordinator

<b>Job ID</b>	<b>0C-06-DE-FF-84-AD</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=0C-06-DE-FF-84-AD">https://careers.indigenous.link/viewjob?jobname=0C-06-DE-FF-84-AD</a>	
<b>Company</b>	Equinox Engineering Ltd	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2021-05-03	To: 2021-10-30
<b>Job</b>	Type: Full-time	Category: Engineering
<b>Job Start Date</b>	May 2021	
<b>Languages</b>	English	

### Description

Job Title: Proposal & Marketing Coordinator

Department: Business Development

Reports to: Executive Director Business Development

Equinox is looking for an experienced and talented Proposal Coordinator to join our Calgary based Business Development team. The role will be accountable for development of proposals, presentations, executing marketing strategies, grow new initiatives as part of a fast-paced team.

Equinox Engineering Ltd. is a private Canadian company located in Calgary, Alberta. We provide high quality Engineering, Procurement and Construction Management (EPCM) services to our clients in Canada and worldwide. Equinox was incorporated in 1997, and has operating centers in Calgary (Canada), Brisbane (Australia), Pittsburgh and Houston (United States) and Pune (India). Equinox executes facility and pipeline projects in new energy and renewables, natural gas, conventional oil and heavy oil markets.

Key Responsibilities

Proposal Coordination

- Coordinate Request for Proposals, Expressions of Interest, Request for Quotations and develop plans for proposal execution

- Participate in proposal development, track responsibilities and timelines to include all technical and commercial components with strategy to succeed

- Develop and maintain proposal material including resumes, biographies, technical experience packages, project profiles, etc

SharePoint

- Maintain proposal content database in SharePoint

Development of Sales Material

- Includes design and production of sales collateral including printed brochures, project profiles, newsletters

- Create and design electronic material including powerpoint presentations, animations

- Development of marketing packages (print and electronic) for lead generation with target clients

Education and Qualifications:

- College or University Degree with a focus on Marketing or Communications

- Minimum of five years relevant experience

- Proficiency in Microsoft Professional Office software (Excel, Word, PowerPoint) necessary

- Experience with Adobe Creative Suite software (InDesign, PhotoShop & Illustrator) valued

- WordPress website maintenance as well as basic HTML & CSS valued

Equinox Success Statement

Equinox delivers focused & experienced premium teams customized with the best technical expertise to align with client culture and requirements to ensure successful projects on a repeatable basis.

### Experience

5 years of Marketing and Proposal Coordination

**Credentials**

Marketing Degree

**Essential Skills**

Marketing and Word Press

Proposal experience

**Work Environment**

Remote

**Additional Skills**

Excellent skills in Microsoft Office

**How to Apply**

Please send resume to [dpauls@equinox-eng.com](mailto:dpauls@equinox-eng.com)