# 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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Keewatin, ON  P0X 1C0

## Proposal Lead

| | |
|---|---|
| **Job ID** | **3333-7854** |
| **Web Address** | https://careers.indigenous.link/viewjob?jobname=3333-7854 |
| **Company** | CEDA |
| **Location** | Calgary, Alberta |
| **Date Posted** | From: 2019-07-11    To: 2050-01-01 |
| **Job** | Type: Full-time    Category: Engineering |

**Description**

Key Duties and Responsibilities:

- Review Scope of Work and determine rough order of magnitude (ROM) costs

- Effectively determine bid strategies required for CEDA to be successful

- Review all pre-qualifications that are submitted to clients to ensure CEDA is Ã,Â accurately represented in order to compete on bids

- Examine all customer documents to ensure technical capabilities can be met

- Review all client deliverables and assist in the preparation of Technical and Commercial response

- Calculate the quantity of take-offs, detail all materials and supplies necessary to achieve specification

- Preparation of proposal documents to ensure technical and commercial compliance

- Review bid packages before submission to client

- Participate in client and management presentations

- Perform site visits and investigations and constructability reviews

Ã,Â  Role Specifications:

- MinimumÃ,Â 5-7 years of relevant industry experience

- Bachelor's Degree in EngineeringÃ,Â preferred, but relevant experience and equivalent education will be considered

- Safety Training and Tickets will be required to access work sites (in-house training available)

- PMP designation will be considered an asset

- Experience withÃ,Â estimating tools and spreadsheets

- Excellent aptitude in the Microsoft Office Suite (Word, Excel)

- Experience with HardDollar software or equivalent

- Able to build & manage historical cost database used to estimate future proposals

- Able to read and understand technical manuals such as, request for proposals (RFP), bid packages, pre-qualifications, blueprints, schedules, and contracts

- Possesses effective communication and interpersonal skills allow you to clearly and concisely present information to clients, peers and field personnel

- Strong time management and organization skills allow you to meet multiple deadlines

Ã,Â  The above statements are intended to describe the general nature and level of work being performed.Ã,Â  They are not intended to be an exhausted list of all responsibilities, duties and skills

required.

For more information, visit CEDA for Proposal Lead