



Technical Bid/Proposal Writer (Permanent)

Location: Office/Remote Based

Company Profile:

OpenSky a European challenger brand to the large global software consultancies, delivering innovation across Government, Transport, Environment and Health sectors in the Ireland and the UK.

Due to team expansion, OpenSky has a new role for a Technical Bid/Proposal Writer on a permanent basis based in our headquarters in Naas, Co. Kildare or working remotely. You'll form part of a high performance team, working together to deliver projects of national and international importance changing the way large Business and Governments work.

Why Join our Team:

OpenSky is a dynamic, exciting place to work. We hire exceptional people, and every one of them is empowered to think independently, take initiative and be innovative in their job. We are committed to ensuring that our performance and reward strategies are designed to effectively support our employees at every opportunity and offers an excellent work-life balance.

At OpenSky our employees enjoy the creative, agile and meaningful work they do, the resources and technology they have access to and the benefits we offer. The projects we work on make a real difference, and that's what makes us distinct in our industry. This very factor means that our employees get to work with the latest and emerging technologies.

We've built a truly unique culture here at OpenSky, where our employees are always learning, challenged with interesting projects and rewarded with fantastic benefits. We attract talented individuals from a wide range of cultural, geographic and educational backgrounds whom bring with them a rich variety of skills and experiences.

Our plan is simple; we hire the best people whom possess the skills, talent, expertise, experience and motivation that we require and when we find them, we help them grow, develop and achieve their goals.

The values we share help us to thrive and succeed, both as individuals and as a team. If you share those values, you'll fit right in!

The Job:

The Proposal Writer serves as a primary writing and editing resource in the development, completion, and on-time submission of proposals and questionnaires. The role requires a combination of project management skills, verbal and written communication capabilities, experience with detailed writing and editing, and the ability to handle multiple deadlines simultaneously.

Ultimately, the Proposal Writer manages the RFX response from beginning to end: from research and data collection/maintenance, to writing and editing/proofreading, to proposal document creation and revision, and (when needed) production. A successful candidate exhibits strong writing skills in English, excellent attention to detail, and the ability to generate innovative ideas while working both independently and collaboratively as part of a team. By working with the Sales Director, the Proposal Writer will respond to Request for Proposals (RFPs), Request for Quotations (RFQs), Requests for Information (RFIs), and other Assessments. The role includes continuous review of and knowledge of the OpenSky solutions, continuous updating of boilerplate proposal documents, Master RFP Library, and methodology related questions and responses.

Having a good working knowledge of the Microsoft Technical Solutions stack (.NET, Dynamics CRM, Office 365) will be a strong advantage in this role along with the must-have ability to understand customer requirements and put forward innovative and targeted solutions to the customer need.

This position is an Individual Contributor or People Manager and reports to the Sales Director. For applicants who elect to work from home/remotely, it is required to work from the office approximately 4 days per month. Occasional client visits may also be required.

Description of position:

- Take full ownership of the RFX response assigned by the Manager. This includes planning, researching, developing, and editing complex content for proposals in response to customer solicitations, taking responsibility for the quality, accuracy, and professionalism of the final output
- Have passion for innovation and technology with an excellent grasp of Microsoft platform technical & software concepts
- Serve as central point of contact on assigned proposals and lead multi-discipline or cross-functional team(s). Chairs initial and ongoing status meetings to review progress on outstanding RFP content tasks/assignments
- Write content as needed for cover letters, executive summaries, and other materials as needed
- Follow roll-out processes, templates, standards, and best practices to successfully bid projects in a timely manner and providing suggestions as needed
- Develop and maintain Proposal Content Database (Proposal Knowledge Centre) to ensure the content is accurate and up to date
- Research and gather information to include corporate information, technical product information, and other standard materials. Captures any new language written for addition to the Knowledge Centre

- After identifying content gaps, work with Sales, Technical, and Engineering experts, contract and legal representatives to craft Subject Matter Expert (SME) technical responses. Manages these SME technical writing assignments to ensure that submissions are accurate, compliant with the outline and RFP instructions, and address win themes
- Track RFX responses in CRM

Core Requirements:

- BS/BA Degree, or equivalent in relevant experience
- Minimum of two (2) year's proposal experience, preferably in a software environment
- Self-starter, multitasker, team player, works well under pressure, and follows through on tasks. Keeps the team informed of changes
- Apply sound judgement and decision-making skills to escalate or independently resolve issues as appropriate
- Good attention to detail
- Shows desire to take on responsibility
- Excellent communication, interpersonal, and organizational skills
- Excellent English writing, grammar, and spelling abilities; technical writing skills required
- Strong proficiency with MS Office Suite (Word, Excel, Power Point)
- Ability to engage with senior technical and upper management to obtain necessary information
- Strong interpersonal skills; ability to influence others without formal authority & lead cross-functional teams

Personal Skills:

- Excellent communication skills in both written and verbal English
- Ability to interface with stakeholders in a professional and efficient manner
- Excellent business process awareness
- Strong time management / prioritisation and planning skills
- Ability to Travel occasionally

The above statements are not an exhaustive list

We Offer:

You will form part of a high-performance team, working together to deliver projects of national and international importance changing the way large Business and Governments work.

- Competitive Salary – market adjusted
- Bonus
- Continuous Professional Development
- Education Assistance Programme
- Company Pension
- Incremental Increases in Annual Leave
- Employee of the Quarter Awards
- Employee Assistance Programme (EAP)

- Annual Health Screening
- Employee Referral Scheme
- Ethical Employer
- Friendly, fast paced atmosphere
- International working environment in a growing company
- Work with innovative technologies & solutions
- Microsoft Dynamics & Personal development programmes

Please note we do not require the assistance of third parties.

OpenSky Data Systems Ltd. is an equal opportunities employer

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