

Job Information

Employer Name: **Kasian**

AAA Member : Yes No

Job Title: **Marketing Proposal Specialist**

Job Type (F/T or P/T): **F/T**

Location(s): **Calgary**

Expected Start Date: **ASAP**

Website Address: **www.kasian.com**

Job Description

Welcome to Kasian, where over 37 years of design excellence has sparked a passion in transforming ordinary spaces into extraordinary experiences. Our passion is strengthening connections between people and places by creating built environments that inspire and improve lives – turning visions into reality. With a national presence in multiple market sectors - workplace, healthcare, commercial, senior living, and public – we leverage the experience of our 250+ Kasian team members to deliver innovative and unique design solutions for our clients.

We are seeking a talented Marketing Proposal Specialist for our Calgary office to produce world class proposals that reflect our Firm's reputation of inspired thinking. You will join a national marketing team and work closely with our Principals and Senior Leadership across our five market sectors. You will be an integral part of the creation and delivery of our high caliber proposals that continue to enhance our brand and assist Kasian in winning work. Often working to tight deadlines, you will regularly facilitate proposal planning meetings, review RFP documentation, and write and project manage various forms of proposal content.

Sound like you? Here's a little bit more detail about what you'll be doing on a regular basis in this role:

- Actively search and track relevant bid opportunities (such as Merx etc.) and review with the Business Development Team
- Plan, organize, and direct all elements of an RFP response
- Provide writing assistance, strategic input, and take responsibility for the impact, clarity, and delivery of proposals you are assigned to
- Work closely with our technical staff and Leadership to translate visions into compelling messages that convey Kasian's strengths and differentiating approach
- Coordinate support services (e.g. graphics, print shop services, other administrative support, etc.) throughout the proposal lifecycle
- Create resumes for new employees and keep resume bank current
- Work with Leadership to create powerful presentations and arm project teams with the information they need to perform their best at interviews and/or introductory client meetings
- Track award opportunities and assist with award submission packages
- Coordinate and organize photoshoots for completed projects
- Communicate and collaborate with the entire Marketing Team located across all offices
- Contribute to Kasian's internal and external communications networks

Qualifications & Skill Sets

Having the following skills and experience will help you to be successful in this role:

- A minimum two years of professional marketing and proposal experience
- A Degree or Diploma in Marketing, Communications, or Design
- The ability to manage multiple projects and competing priorities at any time
- Strong written communication and design fundamentals
- Prior experience in the architectural and/or interior design, engineering or construction (AEC) field preferred, professional services experience is an asset
- A high level of proficiency in Adobe Creative Suite (InDesign is a must, Photoshop and Illustrator are assets) as well as Microsoft Office including Word, Excel and PowerPoint
- Being a natural self starter with the ability to prioritize, self-schedule, meet tight deadlines, and work with colleagues from various departments, market sectors, and locations.

Contact Information

(Please indicate any documents which applicants are required to submit, i.e. portfolios, cover letter, etc)

Think this is your dream job? To apply for this position, please visit our website at www.kasian.com/careers. Include your resume and cover letter and tell us why you're the perfect fit.

Need some convincing? Check us out on our social media channels @KasianDesign (Twitter and Instagram) and LinkedIn to see what #LifeatKasian can offer!