



#180 – 13200 Delf Place  
Richmond, BC  
V6V 2A2 Canada

## **JOB OPENING SALES/MARKETING COORDINATOR**

### **Company Profile:**

Aparc Systems, an exciting, young, energetic company in the technical and service industry, is seeking a motivated self-starter for the position of Sales and Marketing Coordinator. Located in Richmond, BC, Aparc is a fast-growing North American-exclusive provider of Siemens technologies. Our focus is on providing integrated solutions to a variety of sectors, including private operators as well as municipal and government entities.

We are seeking a self-motivated Sales Coordinator with a minimum of three years experience in proposal or technical writing to join the Marketing and Communications Department. As the Sales and Marketing Coordinator, you will be leading the RFP and proposal writing process, actively seeking feedback and input from senior management and managing multiple (and often tight) deadlines to ensure the proposal are delivered on time.

### **Candidate must have:**

- Three to five years work experience in a similar role
- Impeccable English writing skills (i.e. spelling, grammar, punctuation, etc.)
- Experience with RFP process and proposal writing required
- Advanced Microsoft Word, Excel and PowerPoint skills
- Fast and accurate typing skills
- An aptitude for cost/profit analysis and pricing/quoting (training provided)
- Independent self-starter, detail-oriented, able to multi-task and follow-through
- Meet challenges head-on and thrive in an every-changing work environment

### **Responsibilities include:**

- Leading the proposal writing and quoting processes, including:
  - Active participation in proposal writing and quoting
  - Managing the proposal pipeline
  - Monitoring due dates
  - Managing distribution/delegation of tasks
  - Assembling, packaging, and submitting proposals
- Identifying and seeking feedback and input from Regional General Managers and senior management on proposals and quotations
- Identifying needs for clarification on proposal requirements and seeking clarification from client
- Coordinating requested information and documentation with RGM's
- Coordinating with suppliers for price inquiries and special pricing requests
- Ensuring all pricing is approved by senior management

We offer a competitive salary and bonus program. Competitive benefits program offered after three months of employment.

To apply, please email your cover letter and resume to [legan@aparcsystems.com](mailto:legan@aparcsystems.com). No phone calls please.