

Job Description – Proposal Manager

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of Proposal Manager for the Refining & Gas Processing Business Unit. The standard is valid for all employees associated with this role.

2.0 General:

Preparation of all assigned proposals from concept through presentation to the customer. The proposal shall meet the requirements of the customer and clearly define the scope to both the client and internal execution group. Proposal shall be prepared in a timely manner to comply with customer requirements.

3.0 Tasks and Responsibilities:

The Proposal Manager shall be responsible for, but not limited to, the following:

- Work with the Business Unit Manager and Sales Manager to prepare a proposal plan that meets the objectives of the proposal budget and timeline.
- Reviewing the inquiry documents for special requirements.
- Distributing inquiry documents to other involved in the proposal and estimate preparation as required.
- Obtaining assistance from other departments (engineering, estimating, contract administration, construction, etc.) as required to prepare the proposal.
- Primary responsibility for preparation/review of the proposal write-ups.
- Prepare initial assessment of the technical, financial, scheduler or any other unusual risks associated with a proposal.
- Clearly define the Scope of Work being offered to the Customer and identify any clarifications or exceptions to the inquiry.
- Maintain knowledge of company approved vendors, estimating methods as well as project execution procedures.
- Obtain feed back from projects for “lessons learned” to incorporate in future proposals.
- Prepare and lead the Proposal Turnover meeting with supporting documentation.
- Conform the Cost Book for all successful Proposals.

4.0 Education and Experience Required:

- B.S. Engineering degree or equivalent work experience.
- Five years of industry experience with a minimum of three years in project engineering/ project management or process engineering.
- Working knowledge and experience with preparation of budgets, schedules and cost estimates.

5.0 Skills Required:

- Good organizational skills and time management.
- Effective communications skills both written and verbal for interface with Clients and co-workers.
- Able to work in a team environment (purchasing, estimating, construction, etc.).

- Effective computer skills: Microsoft Office Software, Lotus Notes, and other Company and discipline specific software applications.

6.0 Travel Percentage:

- Minimal, 10%.

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

8.0 Department:

- Refining & Gas Processing

9.0 Reports To:

- Business Unit Manger – Refining & Gas Processing

10.0 FLSA Status:

- Exempt

11.0 Direct Reports:

- None

12.0 Salary Grade:

- 12

13.0 Approval:

- Manager: _____ Date: _____
- Employee: _____ Date: _____