

Position: **Proposal Coordinator**

Employment Type: Full-Time Permanent

Location: Waterloo, Sudbury, Dryden or Kenora

Reports To: VP Business Development & Marketing

MAG Canada is searching for a **Proposal Coordinator** to join our team. The Proposal Coordinator is a key member of the business development team that leads the response to customer RFP/RFIs.

From directing waterbombers over a wildfire or providing critical air charter services across the Far North, every day is unique at MAG Canada. We look for individuals who thrive in a high-performance environment where challenges are the norm and success is expected. If this sounds like you, apply today.

About MAG Aerospace Canada (Formerly Discovery Air Fire Services):

MAG Canada has been active in the Canadian aviation industry since it was founded in 1950 and is a premier supplier of special-mission aircraft. Our company focuses on niche markets within Wildfire Management, Air Charter, Training, and Airborne Imagery. We are a key supplier of Aerial Fire Detection and Airspace Management (Birddog) Services in Ontario and Saskatchewan. In addition, MAG has been providing specialty Court Air Charter services in Northern Ontario for over 30 years. Within Canada, we operate 37 fixed-wing aircraft performing critical missions for government and corporate customers.

MAG Canada is part of MAG Aerospace, which is a global leader in manned and unmanned airborne imagery and surveillance operating on 5 continents and 20 countries worldwide. MAG Aerospace's team of 900+ professionals operate 200+ manned and unmanned special mission aircraft more than 98,000 flight hours annually in support of its customers' missions. Being part of MAG Aerospace allows MAG Canada to think globally and we are actively working to expand our wildfire services both domestically and abroad.



Responsibilities:

The Proposal Coordinator is a key member of the business development team that leads the winning response to customer RFP/RFIs. The Proposal Coordinator organizes and manages the response including planning, producing, and delivering compliant proposals. Specific responsibilities include:

- Manage proposal process from start to finish. Work with technical staff to analyze RFP/I requirements to develop the most comprehensive and responsive submission possible; developing layout, production, and delivery;
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data, coordinating requirements with contributors;
- Maintain a library of company information, photos, exhibits, etc. for proposal development and updates the material as necessary;
- Initiate, schedule, and facilitate proposal kick-off meetings, internal review sessions, and external partner discussions to ensure the quality, compliance, and timely delivery of proposal materials; and
- Support group writing efforts by editing, proofreading, and conducting compliance checks; in addition to completing final review, compilation, and submission.

Experience & Qualifications

- Self-starter with strong organization, multi-tasking and time management skills
- Ability to take ownership of projects from start to finish
- Extensive knowledge of Microsoft Office Suite including SharePoint, Word, and Excel
- Exceptional written and verbal communication skills, with incredible attention to detail, are critical to this position
- Possesses strong interpersonal and collaborative skills
- Works well under pressure with tight deadlines
- Working knowledge of Adobe Creative Suite or graphic design software
- At least 3 years of relevant experience, including at least 1 year of direct experience in proposal coordination for government solicitations
- Direct experience within the aviation or aerospace industry is critical to the position

How to Apply:

Please send your cover letter along with your resume to Kristen Wright our HR Manager/Payroll & Benefits at kristen.wright@magaero.ca.

MAG is an Equal Opportunity Employer. We value diversity and encourage all qualified candidates to apply. This position requires access to sensitive Law Enforcement information.