

# JOB DESCRIPTION

PROPOSAL ENGINEER

<b>POSITION TITLE:</b>	Proposal Engineer	<b>LOCATION:</b>	Working from home (Base is Watford)
<b>DEPARTMENT:</b>	Proposals	<b>WORKING HOURS:</b>	9am to 6pm
<b>SALARY:</b>	Competitive	<b>REPORTS TO:</b>	Proposals Manager

## ABOUT ES BROADCAST

ES Broadcast is a leading provider of equipment sales, equipment rental and systems integration services to the professional broadcast industry, as well as to the live events, esports, corporate and government sectors. Within our Systems Integration division, we have established a formal Proposals department with a mission to increase the success of ES Broadcast’s sales operation, by creating and submitting compliant and compelling bids to our client base.

## PURPOSE OF THE ROLE

Working within the Systems Integration Proposals team, the position of Proposal Engineer is a multifunctional role in support of the Proposals Manager and Senior Proposal Engineers. The primary function of the role is to generate proposals and develop initial system solutions based on information gathered from client visits. Additionally, the Proposal Engineer will be required to work closely with our Systems Integration delivery team to create project handover documents and fulfil any other pre-sales engineering requirements, as allocated by either the Proposals Manager or a Senior Proposal Engineer. Some client management and business development responsibility will also form part of the role, the aim being to create a continuing relationship with key clients.

## RELATIONSHIPS

- **REPORTS TO:** Proposals Manager
- **INSTRUCTIONS FROM:** Proposals Manager, Group Directors
- **LIAISES WITH:** Proposals Team, Admin Teams, Sales Team, Business Development Team, Project Team

## CANDIDATE PROFILE

You will have significant experience of building key client relationships in order to scope and prepare proposal responses to meet their requirements, from both a technical and commercial perspective. Above all, you will have a strong technical background in working with broadcast technologies, alongside good commercial acumen to provide detailed quotations working in conjunction with our suppliers. You will be expected to be highly organised and skilled in time management as it is not unusual for the proposals team to be working on several responses concurrently.

## DUTIES AND KEY ACCOUNTABILITIES

- Build proposals from client brief / RFP documents:
  - Must be able to interpret client briefs and build scope documents
  - Must be able to determine any questions for suppliers and manufacturers to determine the system scope
- Must be able to lead initial systems design conversations with customers to generate scope
- Be comfortable and be self-sufficient in building technical systems or solutions from client briefs
- Manage proposals logging through our internal processes
- Must have a commercial awareness and experience, to:
  - Maintain pricing information
  - Work with and to negotiate with suppliers to obtain pricing
- Work with the Business Development team and Sales team to ensure any new leads are dealt with and maintained
- Build supplier relationships
- Build client relationships

## ESSENTIAL SKILLS REQUIRED

- A broad knowledge and experience of a wide range of broadcast technologies
- Must be able to work with suppliers to obtain pricing
- Experience in working and negotiating with suppliers
- Extremely proficient in Excel
- Highly motivated and driven in order to achieve results
- Highly organised
- Strong attention to detail.
- Ability to manage time and workload effectively
- Ability to prioritise tasks

- After a period of training, be able to work with own initiative and minimal supervision
- Capable of remote working
- Excellent communication skills, both written and verbal
- Capable of building good relationships with clients.
- Ability to work in a team environment
- Ability to travel when required

## DESIRABLE SKILLS

- Commercial awareness of understanding costs, sell pricing and margins
- Experience of working in a proposals or project engineering role

## GENERAL REQUIREMENTS

- To take responsibility for your own health and safety as necessary
- To comply with the company's disciplinary and grievance procedure as required
- To comply with the company's policies and procedures at all times
- The post holder will be required to undertake such other duties as may be required within the grade and competence of the post. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive
- Duties are set out in this job description but please note that, in consultation with the post holder, the company reserves the right to update the job description from time to time to reflect changes in or to the role. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description

## BENEFITS

- Competitive salary
- Remote working with office base in Watford or Peterborough when required
- Private healthcare
- Annual bonus scheme
- 25 days' annual leave