

**SUBMIT RESUME &
COVER LETTER TO:**

Human Resources at
jobs@pdceng.com

OR

2700 Gambell St., Suite 500
Anchorage, AK 99503

**PDC is an Equal
Opportunity Employer**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability

LOCATION:

Anchorage, AK

PROPOSAL MANAGER

PDC Engineers is a fast-growing, established multi-disciplined engineering, planning, and survey firm with five office locations throughout Alaska. We have four market sectors organized over all five offices that includes Facilities, Utilities, Land Development Services and Transportation. The Proposal Manager is in our Business Development Department and supports the goals of those market sectors. The ideal candidate should be experienced in proposal handling, be passionate about selling A/E services, opportunistic, highly collaborative and deadline oriented.

The Proposal Manager will work in conjunction with the Business Development Director and the market sector leads to execute overall marketing plans and capture work. This position will develop a general understanding of the Market and Initiative Leader's goals and objectives. They will take the lead on proposal development from the decision to pursue through final delivery and debrief. Their excellent writing ability will help create and maintain master documents, website content and the Deltek CRM database. The ideal candidate should have a thorough understanding of various client requirements including SF330, D/B pursuits and other Alaska-based clientele requirements.

PDC is a 100-percent employee-owned company. We offer competitive pay and excellent benefits. PDC is an Equal Opportunity Employer.

Qualifications/Skills:

- MS Office proficiency
- Ability to manage multiple projects & meet deadlines
- Detailed oriented with excellent organizational skills
- Strong verbal/written communication & editing skills
- Experience in the A/E industry preferred
- Deltek Vision & Adobe InDesign desired

This opportunity is available in our Anchorage office. Submit your cover letter resume to PDC Engineers, Attn: Human Resources, 2700 Gambell St., Suite 500, Anchorage, AK 99503 or at jobs@pdceng.com. All responses held confidential. This job is open until filled.