

## Proposal writer , Business Intelligence, Greater China and North Asia

Control Risks is a specialist risk consultancy that helps to create secure, compliant and resilient organisations in an age of ever-changing risk. Working across disciplines, technologies and geographies, everything we do is based on our belief that taking risks is essential to our clients' success.

We provide our clients with the insight to focus resources and ensure they are prepared to resolve the issues and crises that occur in any ambitious global organisation.

We go beyond problem-solving and give our clients the insight and intelligence they need to realise opportunities and grow. From the boardroom to the remotest location, we have developed an unparalleled ability to bring order to chaos and reassurance to anxiety.

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| <b>Our people</b>                 | Working with our clients, from day one our people are given direct responsibility, career development and the opportunity to work collaboratively on fascinating projects in a rewarding and inclusive global environment.  |
| <b>Location</b>                   | Shanghai  |
| <b>Engagement</b>                 | Permanent, full-time  |
| <b>Department</b>                 | Business Intelligence   |
| <b>Manager</b>                    | Associate Director  |
| <b>Job purpose</b>                | <p>Proposal writers are responsible for:</p> <ul style="list-style-type: none"> <li>▶ Providing proposals and scheduling support to the BI team to produce high-quality, client-ready proposals and capability statements on behalf of the BI team</li> <li>▶ Track and report the statistics of proposals produced by the BI team</li> <li>▶ Allocate internal resources to newly won projects appropriately and in a timely manner</li> </ul>   |
| <b>Tasks and responsibilities</b> | <p><b>Proposal production, tracking and reporting</b></p> <p>The Proposal Writer supports the project managers in producing high-quality and client-ready proposals. To that end, they work closely with the BI team and in particular projects managers to:</p> <ul style="list-style-type: none"> <li>▶ Conduct or oversee preliminary research to help project managers determine the scope of a proposal</li> <li>▶ Produce high-quality and client-ready proposals. This means proposals demonstrating an understanding of the client's key question(s) that are clear, well-written and logical; contain minimal errors in spelling and grammar; and are submitted according to agreed deadlines, containing all relevant information to best introduce Control Risks to the client</li> <li>▶ Maintain existing proposal templates and team profiles to ensure that they are up to date</li> </ul> |

- ▶ Provide feedback to BI management team on improvements to proposal templates

### **Proposal tracking and reporting**

The Proposal Writer works closely with BI Management for tracking and reporting on active proposals to:

- ▶ Track the status of proposals sent by the BI Greater China & North Asia team
- ▶ Submit weekly statistics on the value and number of proposals sent to BI Management in a timely manner

### **Capability statement production and maintenance**

The Proposal Writer works closely with BI Managers to support them in producing high-quality and client-ready capability statements. The Proposal Writer will:

- ▶ Produce high-quality and client-ready capability statements. This means capability statements that demonstrate an understanding of the client's key concern(s); are clear, well-written and logical; contain minimal errors in spelling and grammar; and are submitted according to agreed deadlines
- ▶ Maintain existing capability statements to ensure that they are up to date
- ▶ Provide feedback to BI Management on improvements to capability statements

### **Scheduling efficiency and effectiveness**

The Proposal Writer supports the BI team's resource manager(s) in maintaining an updated record of internal resources, in order to identify availability to work on newly won projects, specifically: o

- ▶ Track availability of internal and external researchers
- ▶ Provide feedback to BI Management on availability of resources and any resource conflicts

## **Knowledge and experience**

### **Essential**

- ▶ Response time (proposals and capability statements)
- ▶ Quality of proposals and capability statements
- ▶ Quality of research (scoping)
- ▶ Accurate and timely data input
- ▶ TDOs/ Cash collection
- ▶ Minimum: university degree or equivalent
- ▶ Fluent English and Mandarin (verbal and written)
- ▶ Computer literacy and proficient using MS office

### **Preferred**

- ▶ Some knowledge of, or experience in, a business environment

## **Qualifications and specialist skills**

### **Skills**

- ▶ Able to conduct thorough, detail-oriented research that provides a comprehensive view of a subject
- ▶ Able to meet deadlines under pressure

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**Problem solving**

- ▶ Strong analytical/investigative mindset – critical thinking and problem solving

**Communication**

- ▶ Effective communication skills: written and verbal ability to communicate research topics, including breaking down complex concepts in discussion with case managers
- ▶ Able to express ideas and write reports independently
- ▶ Not afraid of asking questions

**Relationships/personal**

- ▶ Interest in and ability to work as a part of team, which may include working with colleagues in other offices and countries
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**Competencies**

**Service**

- ▶ Proactive and hands on, always willing to step up to support and help
- ▶ Ability to meet deadlines under pressure
- ▶ Problem Solving

**Communication**

- ▶ Effective communication skills required – written and oral ability to communicate research topics and more complex concepts in discussion with case managers
- ▶ Ability to express ideas and write reports independently
- ▶ Comfortable asking questions

**Relationships/Personal**

- ▶ Interest in and ability to work as part of a team, which may include working with colleagues in other offices and countries
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**Behaviours**

All employees are expected to reflect our company values in their behaviour: integrity and ethics, collaboration and teamwork, commitment to people and professionalism and excellence.

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**How to apply**

If your qualifications, experience and aspirations match our requirements, email a covering letter and CV, stating your current salary to: [chinacareers@controlrisks.com](mailto:chinacareers@controlrisks.com) by 31 July 2019.

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