

## Proposal Coordinator/Administrative Assistant - Commercial Construction

M.J. Boyle General Contractor, Inc. is a premier general contractor who has been in business for over 30 years. During this period of time, M.J. Boyle has earned a reputation of being “San Antonio’s Blue Chip Contractor.” More importantly, public and private organizations have selected our team to build their most important buildings. Our historic renovation work, hospitality, civic, education and religious structures are all over this part of Texas.

M.J. Boyle’s experienced management team, skilled workforce, proven systems, and steadfast commitment to excellence have taken customer satisfaction to a whole new level and earned us a 71% repeat business rate.

We are currently seeking a reliable and highly motivated individual for a Proposal Coordinator/Administrative Assistant position. This position will report directly to the President and will be responsible for a mix of responsibilities to support the pursuit of business and provide administrative support to the President by developing responses to RFQ and RFP documents utilizing bid proposal best practices; supporting various functions of the bidding process, and performing various administrative functions.

### **Primary Duties:**

- Develops and produces proposal responses (RFP’s and RFQ’s) in a deadline intensive, fast-paced environment to ensure high quality proposal responses.
- Maintains, coordinates, and tracks proposals/qualifications packages schedules to include coordinating and tracking final delivery and distribution.
- Assists in the preparation, coordination, and development of non-technical writing for proposal efforts such as resumes and project descriptions.
- Assists Project Managers and Estimators with organization and movement of project and proposal related information to include providing backup support to the Bid Coordinator.
- Researches and edits content for submittal documents, as needed.
- Maintains project past performance, resumes, references, and other standard proposal criteria.
- Develops and maintains award submittals to include creation of project success stories and descriptions.
- Reviews, proofs, and edits proposals and all other out-going correspondence to ensure grammar and spelling accuracy.

- Provides assistant with various administrative functions and/or special projects directed by the President with the highest degree of confidentiality, accuracy, quality, and efficiency to include coordinating meetings and company events; making flight and travel arrangements; scheduling and tracking training and seminars; and assisting the Accounting Manager as needed.
- Provides help desk support with office equipment concerns and/or needs to include basic troubleshooting, mobile phone and devices set-up, and point-of-contact for outside vendors.
- Maintains company website updates to include posting new project and/or employee pictures and information.

**Requirements:**

- Bachelor's Degree in English, Marketing, Communications or related fields preferred.
- Minimum of 2-3 years of experience in the design and execution of proposal writing within the commercial construction or A/E/C industry, or related experience.
- Demonstrated skills, knowledge, and experience in the design and execution of proposal writing.
- Excellent project coordination skills, with ability to track multiple simultaneous projects and deliverables, and handle pressure in a positive manner.
- Intermediate computer and accurate keyboard skills in utilizing computer applications such as MS Word, Excel, Outlook, Adobe Photoshop, and PowerPoint to include web page software such as WordPress.
- Demonstrated ability to write and communicate in a clear and compelling manner, with a strong command of English grammar and editing.
- Strong organizational skills to perform multiple work assignments.
- Strong orientation to detail and ability to maintain accuracy in developing proposal content and detecting discrepancies.
- Ability to maintain confidentiality of proprietary information.
- Working knowledge of general office equipment such as phone system, copier, scanner, and the like.
- Knowledge of Crystal Reports preferred.

**Benefits/Compensation:**

- Salary to be determined based on experience and qualifications.
- Benefits may include health insurance, paid vacation and holidays, and retirement plan / 401K participation.

**Please submit resumes and salary requirements via email to our out-sourced Human Resource Department HR&M – Human Resource and Management Services, LLC at: [hrm@hrm-sa.com](mailto:hrm@hrm-sa.com).**

A pre-employment drug screen is required.

M.J. Boyle General Contractor, Inc. is an Equal Opportunity Employer