

Proposal Technician

Over the last 40 years, **Weston Consulting** has become a leader in land use planning and urban design, serving the public and private sectors throughout the Greater Toronto and Hamilton Area in Ontario. Due to our on-going contribution to the built environment and our commitment to our clients, we are looking to grow our team through the addition of a Proposal Technician.

Core Values

- **Integrity** - Culture of Integrity, Professionalism and Trust
- **Teamwork** - Working Together in a Structure of Accountability, Results and Reward
- **Develop** - Recruit, Develop and Support the Best Talent
- **Engagement** - Giving Back to the Community, the Industry and the Planet
- **Client Focus** - Client Value and Management

At Weston, you will have the opportunity to work within a multi-skilled team on a variety of projects that focus on housing, master plans and secondary plans, commercial and industrial developments, and urban infill. You will work with our internal team to manage the proposal issuance and tracking processes. These experiences will provide you with countless opportunities to further your objectives for career growth while contributing to the success of the firm.

Your responsibilities, under the guidance of the Team Lead and other senior staff, will include:

- Staying informed on planning and urban design practices
- Database entry and management
- Preparing compelling written documents geared towards business development and project procurement
- Providing support to senior-level staff through research, writing, proposal preparation and tracking
- Tracking and responding to RFPs
- Assisting with maintaining project timelines and milestones
- Adhering to internal paradigms in relation to opening and closing files
- Document design and marketing packages, website maintenance, and various tasks related to a variety of interesting and challenging development projects

You will bring:

- Strong organization skills and the ability to work on multiple projects at once to consistently meet deadlines
- The ability to collaborate and communicate effectively with staff, clients, and members of the public
- Strong communication and customer service skills with the ability to effectively convey, in writing, information about the firm's consulting practice and services, including both non-tangible services as well as deliverables
- An understanding of report structures and the ability to synthesize communication goals for both digital and printed layouts
- Proficient knowledge of Adobe InDesign, Illustrator, Photoshop, Deltek Vision, Excel, PowerPoint and other Microsoft Office related products
- Ability to perform site specific analysis that utilizes strategic thinking and problem-solving skills
- An interest in graphic design would be an asset
- Some experience related to urban design, project management and planning

At Weston, we support each other as a team, through various company-wide events. We are committed to assisting individuals with personal and professional growth through achieving a work-life balance by offering summer hours, lieu days and flex-time. We provide a competitive salary and benefits package.

We are committed to providing equal opportunities, access to resources and fair treatment of all individuals. All voices, thoughts and ideas hold value and we seek to make sure that they are encouraged and heard. We strive to create a workplace that reflects and celebrates diversity and encourages members of equity-seeking groups to self-identify in their cover letters.

If you require accommodation in order to participate in the hiring process, please let us know of your needs in advance by contacting us directly.

Please submit your cover letter, resume and recent writing sample, in confidence, via email to **Ashley Mannello** at hr@westonconsulting.com. Please limit the size of writing sample to 5mb, and list your name and the role you are applying for in the subject line.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.