

## **Proposal Technician – Weston Consulting**

**Weston Consulting** is an established and progressive land use planning consulting firm, which has served public and private sector clients for over 40 years throughout the Greater Golden Horseshoe and Ontario. Our firm requires the addition of a Proposal Technician to deal with a wide range of clients and challenging projects.

As an integral member of the consulting team, you will possess knowledge of planning and urban design practices, as well as project management. You will have strong written, analytical and organizational skills, as well as the ability to work with planners, designers, clients, and sub-consultants. Successful candidates will work with our internal team to manage the proposal issuance and tracking processes.

### **The successful candidate(s) will have the following skills and experience:**

- Some planning, urban design, and project management experience;
- Understanding of GIS software and provide technical GIS support;
- Ability to work with senior-level staff to provide support with research, writing, proposal preparation and tracking;
  - Ability to prepare compelling written documents geared towards business development and project procurement;
- Must possess strong communication and customer service skills. Specifically, the desired candidate(s) will have 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;
- Database entry and management: tracking and responding to RFPs; assisting with maintaining project timelines and milestones; adhering to internal paradigms in relation to opening and closing files;
- Proficient in project management and graphics programs:
  - Deltek VantagePoint, Excel, PowerPoint and other Microsoft Office-related products;
  - Adobe InDesign, Illustrator, and Photoshop;

- Document design and marketing packages, website maintenance, and various tasks related to a variety of interesting and challenging development projects;
- Ability and skills related to working with site-specific analysis;
- Current membership or eligibility for membership in the Canadian Association of Certified Planning Technicians (CACPT) and/or the Ontario Professional Planners Institute (OPPI) would be an asset; and,
- An interest in graphic design would be an asset and tracking processes.

The position is available immediately. The successful candidate(s) will work primarily out of Weston's Vaughan Office (address below).

A related degree or diploma from a college or university related to planning, urban design or communications is required for this position. Salary will be commensurate with qualifications and experience. Qualified candidates should submit a covering letter with their resume, in confidence, via email to Justin Polce: [jpolce@westonconsulting.com](mailto:jpolce@westonconsulting.com)

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