**WRITER JOB PROPOSAL**

**Job Description**

**Total Fire Protection (TFP1, Inc.)** specializes in all aspects of sales and service of Fire and Life Safetyproducts. We are a recognized leader in the fire protection industry and provide our services and products both nationally and locally. Our customer base ranges from commercial buildings and tenants to retail stores, hospitals, schools, construction and transportation industries, giving us the opportunity to sell our products and services to a vast majority of businesses.

The **Proposal Writer** writes, edits and coordinates proposals as well as responds to requests for proposals (RFPs) within extremely tight deadlines including writing narratives in response to the RFP, developing templates for proposals per RFP or RFQ instructions; and developing and maintaining databases of responses. Coordinates with facility management, corporate executives and management, and various departments to respond to questions and complete proposals in a timely manner.

**You must be able to:**

* Write responses to customer solicitations such as Requests for Proposals (RFPs), Invitations to Bid (ITBs), and Requests for Information (RFIs), as well as requests from the Sales force.
* Work with existing boilerplate and rough draft material for conversion into high-impact content for proposals.
* Analyze the customer solicitation contents including scope of work, equipment and service requirements, terms and conditions, pricing information, and competitive specifications.
* Disseminate key RFP/project requirements including but not limited to scope of work, outlines and timelines, pricing information and competitive specifications. Distribute to RFP/project team members as necessary.
* Communicate with Senior Proposal Manager to ensure deliverables are being provided on time and will conform to customer requirements.
* Prints RFP and creates binders, separates contents with folders, and refers to the supervisor for review and submission to appropriate management.
* Track and monitor federal, state, or municipal RFPs of interest to the company to ensure responses are timely and deadlines are met.
* Create and update boilerplate on a continual basis and maintains resource library and proposal archives.
* Performs other duties as assigned.

**Education and Experience**

* Bachelor's degree in Social Service, Criminal Justice, Political Science, Business, Marketing, English, Journalism, or related field preferred. Work experience in a related field or position may be considered at the discretion of the Director of Operations.
* Two (2) years of professional experience in Proposal Development or writing experience is preferred
* Strong knowledge of Microsoft Office application
* Excellent research skills. Must be proficient in Internet Explorer tools
* Ability to maintain confidential client information
* Excellent editing, organizational, analytical, and interpersonal skills
* Excellent verbal and written communication skills.

Total Fire Protection is a nationwide Fire and Life Safety firm that has been serving the industry for over 15 years. Our corporate offices are located in Brooklyn, New York. Our employees take their jobs very seriously because they recognize that life safety services protect buildings and save lives. Total Fire Protection has sustained rapid growth throughout our continued success, and plan to expand even further. We are looking for dedicated individuals to facilitate our expansion and share in our success.

Total Fire Protection provides a productive and engaged work environment that demonstrates that we value our employees. Our employees receive paid training, competitive salary, performance-based advancement, paid vacation, paid holidays, health benefits and 401(k) as well as other incentives.

Think you have what it takes to be a Total Fire Protection employee? Apply below to be a part of this dynamic organization!

Interested and qualified applicants please email your resume to tscarito@tfp1.com or fax to 718-377-6600.