

ARE YOU INQUISITIVE BY NATURE?

Do you like to research and solve problems? Do you have government proposal development experience and want to turn your experience into a rewarding career? Make your contributions count and join our team in the Sunshine State.

In addition to the sun, beach, sea breezes and palm trees, **Pergravis**, a mission critical facilities firm centrally located in beautiful Tampa, Florida, has much to offer a candidate with the right set of skills.

Pergravis provides all its employees with Health Insurances, 401K, Life Insurance, flexible time off, company sponsored activities, career building educational opportunities, and other performance rewards.

So, come join our team!

About Pergravis, LLC

Pergravis, LLC is a mission critical facility firm that provides data center and mission critical facility consulting, assessment, design, development, maintenance, systems deployment and migration services to customers around the world.

Opportunity Capture / Proposal Writer / Bidding Specialist

FLSA Status: Non-exempt, Full-Time Employment

Summary

Identifies, qualifies and captures opportunities to sell corporate products and services to critical facility business and government entities per requests for proposals, or requests for quotes, by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Searches daily for new contracting opportunities using online opportunity advertising portals such as <https://www.fbo.gov/>, www.myflorida.com, www.fedbid.com, and others as identified by the Capture Specialist or as directed by Pergravis management.
- Works with outside sales representatives to analyze, qualify and pursue opportunities.
- Handles inbound service or sales inquiries from prospective customers.
- Enters prospective customer and opportunity data into computer relationship management (CRM) system for tracking of opportunity progress.
- Qualifies bidding opportunities by using a qualification matrix.
- Thoroughly reviews and analyzes the opportunity to understand the scope and requirements.
- Contacts contract representatives as necessary to collect and clarify pertinent scoping data for further analysis and qualification.

- Upon qualifying a bidding opportunity, develops a response strategy, solicits vendor quotes and determines internal Pergravis level of effort for the execution of the scope of work.
- Prepares data calls based on the opportunity scope requirements for dissemination to various parties, internal and external.
- Collects, verifies and compiles data for incorporation into bid response/proposal.
- Investigates and resolves service requirement deficiencies during proposal preparation.
- Develops bid responses/proposals for the qualified opportunities based on pricing models provided by Pergravis management.
- Formalizes bid responses/proposals using Pergravis bid response/proposal templates, standard Pergravis “boiler plate,” and original content as required.
- After a thorough review of the final bid response/proposal, submits final bid response/proposal in the required format to the appropriate person(s) by the due date as defined in the opportunity scope.
- Contacts potential customers by telephone and e-mail to follow-up on opportunities submissions.
- Prepares reports of lead, opportunity, and win/loss data.
- Compiles lists of prospective customers for use in marketing campaigns.
- Builds and maintains customer relationships in conjunction with other Pergravis employees.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from four-year college or university; or two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business documents, Sources Sought Requests, Requests for Information/Proposals/Quotes (i.e. RFI, RFP, RFQ), technical requirements, and governmental regulations. Ability to write reports, business correspondence, and proposal responses. Ability to effectively present information and respond to questions from groups of managers, coworkers, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, margins, profit and loss. Ability to apply concepts of basic algebra.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or verbal form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have expert knowledge of MS Excel Spreadsheet software, MS Word Processing software, and Adobe Acrobat Writer software; an understanding of MS Outlook Contact and Email Management systems; have familiarity with SalesForce Project Management software; and experience using Government Opportunity websites and private sector group purchasing portals.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Critical Thinking - Consumes and analyzes data in an objective, critical and scientifically skeptical manner; organizes critical concepts quickly and logically; synthesizes an understanding of subject matter based on objective analysis of available data.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Managing Customer Focus - Develops new approaches to meeting customer requirements and preferences.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Customer Service - Responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Oral Communication - Speaks clearly and persuasively; communicates in a logical, well ordered fashion; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Written Communication - Writes clearly, logically and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Quality Management - Accepts ownership and responsibility for assigned tasks; looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Visionary Leadership - Displays passion and optimism; inspires respect and trust.

Business Acumen - Displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue.

Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect and dignity at all times; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Strategic Thinking - Understands organization's strengths & weaknesses; analyzes market and competition; adapts strategy to changing conditions.

Personal Appearance - Dresses appropriately for this professional position; keeps self well groomed.

Achievement Focus - Sets and achieves challenging personal goals for growth in the position; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

Consultative Support - Qualifies potential customers; builds rapport and establishes trust; asks questions to discover client business needs; applies product and market knowledge effectively; presents solutions that meet customer objectives; manages and documents sales process.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Judgement - Displays willingness to make decisions; sets aside ego for the greater good; understands the concept of uncertainty equating to risk; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment usually fluctuates quiet to moderate.

If you are looking for a chance to work hard, have fun, and make a significant contribution to our dynamic company where your work matters, submit your resume for review.