

Job Title: Proposal Writer
Location: Preston, UK/Flexible
Salary: £30-40k, DOE
Entitlement: 25 days holiday, plus Bank Holidays

ABOUT INSPIRED ENERGY PLC:

Established in 2000, Inspired Energy PLC is one of the leading energy consultants in the UK. We have grown and developed our group of companies to provide a range of essential energy advisory, procurement and management solutions to the industrial, public and commercial sectors.

At Inspired Energy, we believe that our employees are the foundation of our success. We invest in our people and provide thorough on the job training and excellent career progression opportunities.

ROLE:

As a growing and ambitious business, we are seeking additional resources and skills within our Marketing team. Within our Corporate Division, we are looking for a Proposal Writer to support the pursuit of new business and support client renewal activity generated by our field sales and account management teams.

The Proposal Writer will have proven skills in producing and editing proposal content within a business-to-business environment. You will work with the sales opportunity owners to capture the necessary information from the client in order to produce the relevant offer. Experience of coordinating and updating a CRM system is beneficial.

RESPONSIBILITIES:

- Help to create and update standard proposal templates.
- Identify and re-work existing pre-written content where relevant.
- Deliver completed written responses against agreed deadlines, escalating issues as required.
- Re-write / edit proposal responses from a variety of stakeholders, typically involving contributions from sales, marketing, technical / product teams, finance, legal and operational.
- Present all new bid content to the knowledgebase manager for potential re-use.
- Update internal CRM systems.

WHAT WE'RE LOOKING FOR:

- Minimum 3 years proposal writing/management experience.
- Experience in working on service-based bids, ideally within utilities/energy sector.
- Communicate and influence at a senior level.
- Good command of Microsoft Word and familiarity with Power Point and Excel. Adobe InDesign experience an advantage, but not essential.
- Strong time management / prioritisation skills.
- Excellent attention to detail.
- Excellent standard of spoken and written English.

WHY WORK FOR US?

At Inspired Energy, we're creating the environment and the opportunities for a challenging and rewarding career. In return, you'll enjoy a supportive, friendly working environment with benefits including:

- Training and development opportunities
- Company pension
- Childcare voucher scheme
- Numerous Social and Charity events throughout the calendar year
- Endless incentives – from gift vouchers to early finishes
- Performance related bonus
- Flexi-time to use on-site gym
- On-site bistro
- Free, on-site parking
- Social games area
- Unlimited tea and coffee
- 4pm finish on Friday

To apply, please send your CV and a brief covering letter to careers@inspiredenergy.co.uk