

JOB TITLE: Proposal Assistant

JOB PURPOSE: To work closely with and support the Proposal Manager in providing a proactive and professional proposals capability to the firm, working closely with lawyers and the Marketing and Business Development (MBD) team in winning work through the delivery of client-focused and competitive submissions.

JOB DUTIES: To provide end-to-end support, with input where applicable from the wider MBD team, on a range of proposals covering the diverse requirements across the firm including pre-qualification questionnaires (PQQs), invitations to quote (ITQs), invitations to tender (ITTs), requests for proposal (RFPs), as well as providing support on presentations and managing key databases.

Support the production of proposals, including working with the firm's lawyers to identify key themes and messages, drafting, collating and reviewing content to ensure a focus on client requirements in the production of high quality documents.

To develop tailored response templates and non-technical (legal) content to ensure submissions are bespoke to individual client requirements.

Ensuring allocated diarised tasks are managed and actioned in an accurate and timely manner.

To undertake client research.

To produce high quality output and apply knowledge to team tasks.

To offer advice to lawyers on proposals' best practice and on the firm's response process.

To build effective relationships with colleagues across the business.

To maintain the proposals activity tracker and produce monthly outcome reports.

To maintain the firm's library of proposal collateral (e.g. boilerplate, biographies, profiles and final proposal documents etc.) and ensure that frequently used documents (e.g., certificates and policies, etc.) and information is kept up-to-date.

To support the Proposal Manager both in the delivery of projects designed to drive best practice in the firms approach to proposals and in the implementation of solutions to improve efficiency throughout the process.

Person specification

Previous experience in a similar role is desirable, as is strong project management experience, document design experience and an ability to build strong working relationships with colleagues at all levels of seniority.

Knowledge, experience and skills

- Educated to degree level is desirable.
- Excellent organisation and time management skills and an ability to perform effectively under pressure.
- Excellent competency and skills using MS Office suite, including Word, Excel, PowerPoint.
- An effective communicator with excellent oral, written, numerical, accuracy and attention to detail.
- Ability to communicate effectively with legal and non-legal staff at all levels.
- Proactive and enterprising individual with a can-do attitude and an ability to prioritise own workload and use initiative to manage proposals.

- Understanding of InterAction or a similar customer relationship management (CRM) system.

Location

Based in the firm's Edinburgh office, the successful candidate will assist the Proposals team in delivering submissions for fee-earners across the firm's four offices. Therefore, it is expected that travel to the firm's Glasgow, London and Aberdeen offices may be required in the future.

These duties reflect the situation at December 2020 though they may be subject to reasonable change at a later date.