



ADDRESS
620 Pennsylvania Dr
Exton, PA 19341

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EMAIL
hr@worldtravelinc.com

<u>Position Title</u>	Proposal Writer
<u>Senior Leadership Team Leader:</u>	EVP, Business Development
<u>Team Leader:</u>	Manager, Business Development
<u>Location:</u>	Virtual/Exton, PA
<u>Job Classification:</u>	Exempt
<u>Supervisory Responsibilities:</u>	N/A
<u>Objective of the Position:</u>	The primary objective of this position is to add new business to World Travel, Inc.'s clientele.
<u>Job Summary:</u>	The Proposal Writer reports to the Manager, Business Development. Ideal candidate is a self-starter with exceptional communication, time management, and organizational skills. The ability to communicate the World Travel, Inc. value proposition is key, as is the ability to work under pressure and to meet deadlines.
<u>Essential Functions:</u>	<p>The duties and responsibilities for this role include but are not limited to the following:</p> <p>For assigned RFP requests:</p> <ul style="list-style-type: none"> ◦ Completes initial review and formats document for response ◦ Acts as project manager, producing and distributing RFP responses; this includes formatting, populating answers, coordinating edits, completing technical edits, preparing attachments, printing/binding/mailing, etc. ◦ Works closely with the Sales and Marketing, and various subject matter experts to meet objectives and to ensure World Travel, Inc.'s value proposition is clearly communicated ◦ Completes finalization activities for RFP submissions, including preparing attachments, printing/binding/mailing, etc. ◦ Provide proactive insight into the obstacles likely to impede our progress; provide updates of delays or problems and recommend the best path forward ◦ Creates custom templates, as assigned

	<ul style="list-style-type: none"> ◦ Coordinates production and distribution of marketing collateral, as assigned <p>For assigned marketing tasks:</p> <ul style="list-style-type: none"> ◦ Assists in managing production and publishing of marketing materials in accordance with established timeframes ◦ Produce and distributes materials following corporate branding guidelines <p>Additional responsibilities:</p> <ul style="list-style-type: none"> ◦ Follow World Travel, Inc. procedures, guidelines, and standards in areas of customer service, management information systems, productivity, attendance, and accuracy of work. ◦ Work closely and collaborate with all departments ◦ Remain knowledgeable and up-to-date on changes and developments in the field of corporate travel management. ◦ Perform other duties as assigned.
<u>Time Spent Performing Essential Functions (Generally):</u>	Proposal Management tasks and related work = 100%
<u>Areas of Accountability</u>	<p>The Proposal Writer is accountable for:</p> <p>(1) Achieving company sales and client retention goals (annual or otherwise).</p> <p>(2) Preparing all written and digital proposal and marketing material in a timely and accurate fashion; all work product should be complete and without significant error.</p> <p>(3) Participating fully as a team member to assist as needed in completing all functions relating to identifying quality leads and closing prospective business.</p> <p>(4) Maintaining ownership of the company brand, marketing materials and communications of all departments.</p> <p>(5) Maintaining a favorable working relationship with all other company Team Members to foster and promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity and efficiency/effectiveness.</p>

<u>Knowledge and Skill Requirements:</u>	<ul style="list-style-type: none"> ◦ Proficiency in Microsoft Office applications ◦ Excellent leadership, professional writing/editing, communication, and organizational skills required ◦ Strong organizational skills and attention to detail ◦ Collaboration skills; team orientation ◦ Strong work ethic and a commitment to excellence
<u>Education and Work Experience:</u>	<ul style="list-style-type: none"> ◦ Bachelor's Degree, preferably in English or Communications ◦ One to three years of RFP coordination experience preferred ◦ Travel experience preferred but not required
<u>Physical Demands:</u>	<p>The physical demands described herein are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Individuals are required to sit for extended periods of time, e.g., an 8-hour shift with appropriate break periods. Individuals must be seated at a desk with a dual-monitor computer and telephone. Individuals are required to answer the telephone and type on the computer's keyboard. Headsets for the telephone are available. Individuals are required to reach above shoulder height, below the waist, and lift items as required to file documents or store materials in a drawer or overhead bin throughout the day. Proper lifting techniques are required.</p> <p>Individuals may be required to travel beyond their home office to prospective customer meeting locations as required.</p> <p>To maneuver around the office, individuals are required to walk on a level surface, periodically and as necessary, throughout the day.</p>
<u>Work Environment:</u>	<p>The work environment characteristics described herein 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.</p>
<u>Working Conditions Schedule:</u>	<ul style="list-style-type: none"> ◦ Full time, Monday-Friday, 40+ hours per week. ◦ Schedule is flexible as long as the majority of the work hours are during traditional business hours. ◦ Team Member may be asked to report to a different World Travel, Inc. office for training, support, or other



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	<i>This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as is reasonable.</i>
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