

Job posted on 2013-06-04 by matthew.thompson; posting expires on 2013-09-01

Employer: Healthcare Management Solutions LLC

Position: Proposal Manager

Job Description: Full Time, Permanent,

Healthcare Management Solutions LLC (HMS) has

an immediate opening for a Proposal Manager in our

Fairmont, WV office. This position is responsible for

managing large, complex proposal efforts for government and/or commercial opportunities.

Duties and Responsibilities:

- Manage proposal strategy and content for proposals;
- Align win strategy/proposal and compliance at designated milestones;
- Ensure complete and timely issue management that affects contract win/loss;
- Use industry acquisition and proposal processes to develop and deliver compliant proposals;
- Lead proposal teams and effectively manage complex relationships;
- Liaison with applicable groups;
- Assist with identification and use of resources and schedule management;
- Participate in process improvement initiatives, proposal review teams, and strategic business activities.

Qualifications: Qualifications:

- The ability to meet deadlines, a commitment to teamwork, and detailed follow-through will be a key to success in this role. The skill to independently define, schedule, and manage the proposal preparation process, including the ability to understand and analyze the details of an RFP;
- Working knowledge of government contracts, Government Services Administration (GSA) and the FAR;
- Exceptional facilitation and organization skills;
- Demonstration of confidence, leadership, and quality to engage and motivate team members.

Minimum Education and Experience:

- Bachelor's degree from an accredited college or University, in English or a closely related field,

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Masters in Business Administration preferred;

- At least five years of direct experience producing proposals for opportunities within the federal government or an equivalent combination of education and experience;
- The skill to independently define, schedule, and manage the proposal preparation process, including the ability to understand and analyze the details of an RFP.

Preferred Major(s): English; Management;

Application Instructions: To apply: Please submit a current resume at www.hcmsllc.com by selecting the EMPLOYMENT OPPORTUNITIES tab located at the top right side of the website. For additional information on this position, please contact the HMS Human Resources Department via email: hr@hcmsllc.com or via phone: 304.368.0288.