



## RFP Coordinator

MCIS Language Services is a non-profit social enterprise providing language interpretation, translation, transcription, skills testing and training services. We have 5,000 interpreters, 600 translators, and serve over 750 clients with 300+ languages. We are committed to our vision of connecting people globally through language. This is your opportunity to add value to a fast growing organization with a productive work culture.

**VISION** | To connect people globally through languages

**MISSION** | To improve access to critical information and services through high quality language solutions

**VALUES** | Respect, Quality, Collaboration, Accountability and Learning

Reporting to the New Business Development Manager, and as an integral member of the Sales and Marketing team, the RFP Coordinator will be responsible for ensuring the integrity of the Request for Proposal (RFP) and strategic partnership processes, and will support the New Business Development Manager with the tasks outlined below. The role ensures that the Sales and Marketing team has access to quality information and the capacity to meet targets in a timely manner, while fulfilling MCIS' mandates and contractual obligations. This role is a permanent part-time position, with the possibility of growing into full-time.

This is a part-time permanent position with 25 hours per week (Monday to Friday). Group benefit plan, paid vacations and sick leave will be available to the eligible employee.

### **Duties and Responsibilities:**

#### **Research**

- Researching new RFP opportunities through daily monitoring of identified sources and channels;
- Logging potential RFP opportunities;
- Maintaining the RFP database;
- Maintaining reference database – ensuring organizational contacts are current and kept up-to-date;
- Coordinating with other MCIS teams for resources, subject matter and reference information for RFPs;
- Researching and preparing draft RFP templates for bidders and Memorandums of Understandings (MOUs) for potential partners;
- Researching past RFPs for the same or different customer for information relevant to new bids.

#### **RFPs**

- Identifying potential RFPs and collaboratively discussing relevance and opportunity with New Business Development Manager;
- Reviewing issued RFP content and compiling list of questions and mandatory requirements for each RFP;
- Monitoring RFPs for addenda and documents issued throughout the process;
- Attending and actively participating in regular internal meetings and discussions;
- Developing task lists and work back schedules in order to meet RFP deadlines.
- Assisting New Business Development Manager with RFP submissions:
  - Writing RFPs, RFQs, RFSO, RFIs when required, for new business bids;
  - Ability to prioritize RFP requirements to meet targets;
  - Assisting in the creation of external RFP presentations;



- Preparing follow-up questions for debriefs post-award;
- Filing and following-up on Freedom of Information (FOI) requests.

**Any other tasks related to Sales and Marketing department and the vision of MCIS.**

**Other Employment Requirements:**

- This position requires a post-secondary education (university degree/college diploma) with a focus on Business Administration, Communications, Technical Writing, Languages and/or English;
- Minimum of two years' experience in a business development or administrative role; A combination of education in a different field and experience in business administration, technical writing or languages will also be considered;
- Candidates with a solid understanding of or experience in the language industry are preferred; Bilingual French/English is an asset.

**Behavioural and Technical Competencies:**

- Candidates with a strong willingness to learn and a consistent, positive attitude will be considered;
- Strong analytical, oral and written communication skills are essential;
- Ability to work independently, take initiative and problem-solve;
- Ability to recognize opportunities and identify issues;
- Excellent research, planning, organizational and coordination skills;
- Expert computer literacy skills in Word, Excel, Power Point, Outlook and Prezi;
- Knowledge of languages and different cultures is essential.

**CLOSING DATE: Friday, June 8<sup>th</sup>, 2018**

Qualified applicants are invited to submit a cover letter with salary expectations and resume to [doris@mcis.on.ca](mailto:doris@mcis.on.ca) no later than 5:00 pm, Friday, June 8<sup>th</sup>, 2018.

Accommodations for job applicants with disabilities are available on request.