

## TRICON FOODSERVICE CONSULTANTS - PROPOSAL WRITER OPPORTUNITY

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Tricon is a leading international management and design consultancy practice specialising in the hospitality, food & beverage industry, working alongside the world's top architects and interior designers on some of the most iconic and prestigious developments globally.

Our business continues to expand internationally and as a result our sales proposals are becoming increasingly more complex and numerous. To ensure we maintain our high professional standards we are looking to recruit a highly organised and methodical proposal writer to join the sales team. Whilst knowledge of the design & construction industry and/or hospitality market places is highly valuable, we recognise that individuals can often bring unique and solid experience from parallel industries - such as professional services.

For the right applicant we can offer excellent career development potential, quality training, competitive salary of £28-33K pa (subject to skills/experience) and exceptional benefits package after qualifying period.

### The Company

Tricon Foodservice Consultants Ltd has built a reputation over the last 30 years for delivering some of the most inspiring and successful hospitality designs across Europe, Middle East and Africa (EMEA) out of our office bases in the UK and Dubai. The Tricon learning and development programme provides a structured training environment for individuals who want to learn, develop and realise their true potential. We welcome spirited, like minded individuals who want to develop a passion for our industry, and have a desire to learn, grow and embrace new opportunities.

### The Person

This role will suit an individual with previous experience in a service sales environment, where they have been involved with the collation of detailed sales documents or a graduate with some relevant experience, looking to take the next step in their career. Ideally you will have had experience of both writing sales proposals and clarifying requirements with clients within the design or hospitality sectors.

### The Role

Based in our UK head office in Romford, you will be responsible for writing Tricon's sales proposals. Working closely with the Proposal Manager, Business Development Manager and Directors of the company, you will be involved with the production of new sales proposals, responding to follow up questions/clarifications and over-seeing the administration of all pre-qualification documents.

### Main Responsibilities

You will work on the preparation and production of sales documentation. Duties/skills to include:

- Writing customised proposals for received RFP/RFI
- The ability to organise the tasks contributing to a high-quality proposal and to maintain timely progress toward a completed document that involves multiple owners and contributors
- To oversee the final production and sending of proposals, both electronic, in print, web based etc.
- To produce cutting edge proposals to help the company win new business
- Working alongside other personnel within Tricon to ensure documents are strategic and customised
- To write/edit other types of documents, as appropriate

Qualifications/Selection Criteria:

- Proven written skills essential
- Ability to write clear English with correct spelling and grammar
- Experience of co-ordinating RFP/tender responses preferred
- Ability to demonstrate good communication, planning and organisational skills
- Intermediate level of Microsoft Word/ Excel/PowerPoint important.

Critical Dimensions:

- Attention to detail
- Team oriented
- Ability to work with senior level management
- Ability to meet personal/team deadlines
- Ability to work in a fast-paced environment