



Summary:

Haigh-Farr is a premier antenna design, manufacturing and test house developing products used across all platforms in the aerospace industry including missions to Mars, the International Space Station and products fielded to the U.S. Military supporting the warfighter. In our over 50-year history we have enjoyed steady, planned growth. In 2021, Haigh-Farr plans to further grow our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

Haigh-Farr is seeking a dynamic Proposal Specialist who will be responsible for all administrative aspects of the bid and proposal process. This position will collaborate with our Business Development and Contracts teams to ensure customer requirements are met, and all necessary information is included prior to proposal submission. To be successful, the candidate will need a strong commitment to achieving quality work on scheduled timelines. The ideal candidate will maintain a high level of expertise and professionalism when working closely with others within the department and company to understand requirements and meet customer expectations.

Responsibilities:

- Coordinate and manage proposal planning, development, and submission, while providing and managing deadlines throughout the proposal process.
- Gather quotes and RFP's.
- Support the coordination, development, review, and finalization of proposals and related opportunity capture documents.
- Create and maintain master proposal calendar.
- Schedule proposal meetings and reviews.
- Review, edit, and proofread proposals and other materials to ensure accuracy, clarity, and consistency.
- Manage proposal document production such as printing, binding, shipping, etc.
- Maintains archive of proposals following submission.



Proposal Specialist

- Additional tasks and deliverables as assigned.

Knowledge & Skills:

- Highly skilled with MS Office Suite.
- Strong background in proposals and project management skills.
- Exceptional writing, editing, and document organizational skills.
- Ability to manage, organize, and prioritize project assignments to meet competing deadlines.
- Strong commitment to achieving quality work with a sense of urgency.
- Positive attitude and team player. Technically savvy a plus.

Qualifications:

- Bachelor's Degree in Business or related field.
- At least 5 years of proven work related experience.
- U.S. citizenship required with ability to possess a security clearance

Why should you join Haigh-Farr?

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below.

- Competitive salary, commensurate with experience and capabilities.
- Medical Plan with Health Reimbursement Feature, Dental, and Vision Insurance.
- Flexible Spending Accounts – Health and Dependent Care.
- Company Paid Disability and Group Term Life Insurance.
- Paid Vacation, Holidays, and Sick Time.
- 401K with Company Match.
- Company Sponsored Social Events – Pizza and BBQ luncheons, golf outings, food



Proposal Specialist

trucks, Holiday events.

- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through Medical Plan.

Equal Opportunity Employer/Veterans/Disability