

CONTRACTS & PROPOSAL COORDINATOR

Oakville, ON | Full-Time | Business Development

ABOUT NBM ENGINEERING

For over **35 years**, **NBM ENGINEERING** has been helping shape the infrastructure that keeps communities powered, connected, and moving forward. As a **trusted engineering and consulting firm**, we partner with municipalities, hydro utilities, and telecommunications providers across Canada to deliver Electrical and Civil Engineering Design, Compliance & Asset Management, Geomatics Support, and Project Management services.

At NBM Engineering, we believe great engineering creates lasting impact. Guided by our values of **integrity, collaboration, technical excellence, health and safety, accountability, and continuous improvement**, we empower our people to solve complex challenges, support critical infrastructure, and help build stronger, safer, and more sustainable communities for future generations.

ABOUT THE ROLE

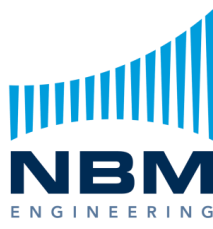
Help shape opportunities that drive infrastructure projects forward.

At NBM Engineering, our **CONTRACTS & PROPOSALS COORDINATORS** play a key role in supporting business growth by identifying opportunities, coordinating proposal submissions, and ensuring high-quality responses to client and procurement requirements. Working closely with technical experts, project managers, operations teams, and leadership, you'll help transform complex information into compelling, compliant proposals that showcase NBM's expertise and capabilities.

This role is ideal for highly organized professionals who enjoy project coordination, proposal development, and stakeholder collaboration. Whether your background is in engineering, business administration, procurement, or project support, you'll have the opportunity to contribute directly to winning projects that support critical utility and infrastructure services across Ontario.

WHAT YOU'LL DO

As part of our team you will do:



PROPOSAL DEVELOPMENT & SUBMISSION

- Assist in the preparation and assembly of RFP, RFQ, and RFI submissions.
- Coordinate proposal schedules, deliverables, and submission timelines.
- Compile, format, edit, and maintain proposal documentation.
- Complete administrative requirements, forms, certifications, and appendices.
- Conduct compliance reviews to ensure submissions meet client requirements.

OPPORTUNITY IDENTIFICATION & ANALYSIS

- Monitor procurement portals and industry websites for relevant opportunities.
- Evaluate opportunities based on scope, eligibility, deadlines, and strategic alignment.
- Maintain and track bid opportunities through internal systems and reporting tools.
- Prepare summaries and recommendations to support bid/no-bid decisions.

STAKEHOLDER COORDINATION

- Collaborate with technical, operational, finance, legal, and business development teams.
- Coordinate proposal kick-off meetings, reviews, and approvals.
- Track action items and ensure timely completion of stakeholder deliverables.
- Consolidate information into structured and cohesive proposal packages.

DOCUMENT MANAGEMENT & COMPLIANCE

- Maintain proposal templates, content libraries, and supporting documentation.
- Ensure proper document control and version management throughout the proposal lifecycle.
- Support continuous improvement of proposal processes and documentation standards.

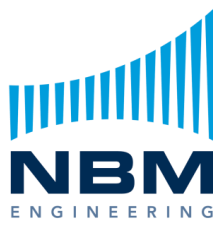
WHAT WE'RE LOOKING FOR

EDUCATION & PROFESSIONAL CREDENTIALS

- ☐ Post-secondary diploma or degree in: Electrical Engineering, Civil Engineering, Business Administration, or other related discipline

INDUSTRY EXPERIENCE

- ☐ 3-5 years of experience in proposal coordination, business analysis, project coordination, or administrative support roles.
- ☐ Experience supporting RFP, RFQ, procurement, or bid management processes preferred.



- ☐ Experience within the hydro utility, engineering consulting, or civil infrastructure sector is considered an asset.

TECHNICAL SKILLS

- ☐ Proficiency with Microsoft Office Suite, including MS Project.
- ☐ Familiarity with procurement and bidding platforms.
- ☐ Experience managing proposal documents, templates, and submission packages.

CORE COMPETENCIES

- ☐ Strong project coordination and organizational skills.
- ☐ Excellent written and verbal communication abilities.
- ☐ High attention to detail and document accuracy.
- ☐ Strong analytical and mathematical skills.
- ☐ Ability to manage multiple priorities and deadlines simultaneously.

INTERPERSONAL SKILLS

- ☐ Ability to work effectively with cross-functional teams.
- ☐ Self-motivated and capable of working independently.
- ☐ Strong problem-solving and critical-thinking abilities.
- ☐ Adaptable and comfortable in a fast-paced environment.

WORKING CONDITIONS

- Primarily office-based with a hybrid work environment depending on business requirements.
- Regular collaboration with engineering, operations, finance, legal, and leadership teams.
- Frequent work involving proposal deadlines, procurement schedules, and multiple concurrent projects.
- Significant document preparation, review, and administrative coordination responsibilities.
- Requires strong time management and attention to detail in a deadline-driven environment.
- Occasional attendance at client meetings, business development sessions, or project coordination meetings may be required.

ADDITIONAL INFORMATION

- **Language of Work:** English
- **Work Authorization:** Eligible with valid Work Permit

COMPENSATION & BENEFITS

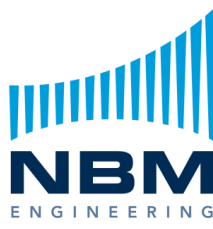
ANNUAL SALARY RANGE: \$45,000 to \$95,000 CAD

BENEFITS: Health Benefits (Vision, Dental, Drug Prescription, etc.), RRSP Match

HOW TO APPLY

Interested candidates are invited to complete:

- ☒ **Candidate Information Data Sheet** (required)



Please note: Applications will only be considered once both the Resume and Candidate Information Data Sheet have been received.

Join NBM Engineering and help shape safer, smarter, and more connected communities through innovative street lighting design solutions.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

NBM Engineering is an Equal Opportunity Employer. Accommodations are available upon request throughout the recruitment process.