

**Position:** Proposal Lead (Business Development)  
**Organisation:** PwC  
**Location:** Singapore

### Company Summary

At PwC, our purpose is to build trust in society and solve important problems. We're a network of firms in 157 countries with more than 228,000 people who are committed to delivering quality in assurance, advisory and tax services. Find out more and tell us what matters to you by visiting us at [www.pwc.com](http://www.pwc.com).

### Job Description

We now have an opportunity for an exceptional candidate to join our Business Development (BD) team to lead our proposals and tenders as well as support on strategic opportunities. You will be an integral part of a team that works alongside the business to help drive revenue growth, deepen relationships, and build our market profile.

The Proposal Lead is a key participant in the sales pipeline who is expected to inject new thinking and perspectives to create a persuasive story with compelling graphics for a winning proposal. The primary responsibility of the Proposal Lead is to coordinate responses to tender invitations and requests for proposals. The role reports into the Head of Business Development and also includes market research, data management, competitive analysis as well as support on targeting and other BD projects.

### Responsibilities

- Owning and project managing the tender/proposal process to ensure proposal requirements and deadlines are met
- Collating and organising tender/proposal content from various stakeholders
- Preparing pitches, responses, reports, presentations and other collaterals
- Reviewing and editing proposal and presentation materials
- Working with the creative team on the production of proposal and related materials
- Coordinating the preparation and rehearsals for orals
- Regularly review and update proposal procedures to ensure best practices throughout the business in delivering bid responses including governance of the proposal process
- Promoting 'best-practice' proposal processes and policies within the firm

### Job Requirements

- A degree in either business, marketing or a related discipline
- A minimum of 3 years of tender management experience preferably within a professional services or business to business sales environment
- Outstanding written, verbal and visual communication skills
- Good commercial acumen and be creative and resourceful
- Maturity and confidence to work with senior stakeholders
- Excellent project management skills and be able to manage multiple projects at the same time
- Highly detail oriented and the ability to work under stringent and tight deadlines

### Application

To apply, please submit your detailed resume to PwC career portal at <https://krb-xjobs.brassring.com/TGWebHost/jobdetails.aspx?partnerid=30056&siteid=5939&AReq=18390BR>

Only shortlisted candidates will be contacted.