

We're Hiring!

At GEO Morphix, we are a team of professional geoscientists and environmental experts focused on geomorphology, earth surface processes, and watershed science. Our team specializes in river and shoreline restoration, erosion hazard delineation and mitigation, environmental monitoring and hydrometrics, and projects that require an in-depth understanding of erosion, sedimentation, and sediment transport. Our team of industry leaders provide observation-rich answers based on a balanced application of quality science and years of experience to achieve practical, implementable, and acceptable solutions for all stakeholders. A successful project is one that meets or exceeds our client's objectives.

Given that our team members work throughout southern Ontario, and in the Ottawa region, we offer a hybrid office model that provides flexibility for staff working from home and extends our geographic reach to clients and project work.

Position Description

Proposal Coordinator (Campbellville, ON)

We are currently hiring a Proposal Coordinator to join our dynamic team. The incumbent would provide support to our technical teams mainly through proposal preparation and proposal process management. Other opportunities include occasional technical report writing and the coordination/preparation of in-house promotional materials. In this role, the individual would work with staff on proposals for public and private sector clients and compile promotional corporate materials associated with a range of projects including geomorphological characterization, erosion hazard studies, and river and shoreline restoration.

Successful candidates will have strong organizational skills, exceptional writing skills, and must be outcome oriented. The candidate will spearhead the proposal process by taking initiative and playing a key role in developing comprehensive bid submissions to win new work for the team. The individual will be enthusiastic and innovative, bringing forth new ideas to support our team and enhance our internal proposal processes. They will also have an appreciation and understanding of earth science and the environment.

Responsibilities

- Maintain a master proposal tracking database that records proposal submission status and bid outcomes
- Review and analyze incoming proposal requests to facilitate the preparation of proposal documents
- Act as the primary internal and external contact for the proposal team to communicate proposal requirements and deadlines
- Coordinate technical staff and subconsultants to compile corporate information, as well as write, edit and produce proposal submissions
- Manage/maintain in-house corporate and promotional information such as project experience sheets, curricula vitae, and our internal project reference database
- Balance the workload of multiple proposals while maintaining attention to detail
- Possess exceptional inter-personal skills to work with staff, clients, and consulting partners
- Develop new proposal processes and tools including document and curricula vitae templates and promotional materials
- Provide editorial oversight and liaise with marketing personnel to ensure all proposal documentation aligns with corporate branding



Qualifications

- Diploma or degree in Environmental Science, Geomorphology, Physical Geography, Engineering, or similar field
- Experience working in the engineering/environmental consulting industry
- Experience in preparing proposal documentation, including technical work plans and budgets in the engineering and/or environmental fields
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams)
- Strong problem-solving and critical thinking skills
- Able to work efficiently under pressure to meet proposal deadlines
- Strong multi-tasking and time management skills
- Excellent written, verbal, and organizational skills
- Valid G Class driver's license
- Post-secondary education in business communications and/or technical writing is an asset

Rewards

GEO Morphix understands the importance of employee well-being and job satisfaction. Productive and energized staff are the key to a successful company. In support of this goal GEO Morphix offers:



GEO Morphix promotes and provides a friendly and accepting work atmosphere. We are committed to workplace diversity, inclusion, and equal opportunity, and recognize the associated benefits of different perspectives.



We offer a competitive compensation package including: health benefit plan, employer sponsored Group Registered Retirement Savings Plan, and a performance-based bonus program.



We encourage our team to never stop learning. We support professional development in a variety of ways including an employee Professional Development Benefit and a Healthy Living Benefit to promote professional and personal advancement.



GEO Morphix has adopted a hybrid work model. We recognize work-life integration is important.



As a small-medium sized company, we value social and volunteering events and activities.

We thank all applicants for their interest in working at GEO Morphix Ltd. Only those candidates selected for an interview will be contacted. Please send inquiries and resume to opportunities@geomorphix.com

Accessibility

GEO Morphix Ltd. is committed to workplace diversity, inclusion, equal opportunity, and is in compliance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available on request for candidates taking part in all aspects of the selection process.