



Title: Business Development and Proposal Coordinator
Employment: Full time, Permanent
Location: Perth
Business Unit: Growth
Reporting to: Senior Manager Business Development – Remote Energy

EDL owns and operates a global portfolio of power stations in Australia, North America and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

The Business Development and Proposal Coordinator will report directly to the Senior Manager Business Development – Remote Energy and be accountable for working in the Growth team to help identify opportunities and coordinate effective delivery of high quality, professional tender proposals.

Key Areas of Responsibility

Responsible for project coordination of tender proposals

- Assist the Growth team in the coordination, formatting and overall production of tenders, ensuring a consistently high standard.
- Build and maintain a flexible and diverse bid library.
- Work with the Communications team to keep tender templates and messaging current, ensuring tenders can be turned around quickly as required and in line with EDL branding guidelines.
- Engage key stakeholders from other departments (HSE, Engineering, Projects, Operations, Legal etc.) as required to ensure timely input into submissions.
- Ensure all tender documentation is clear, concise, consistent and compelling, and that data and information in tender templates is up-to-date and maintained within the bid library.
- Source and coordinate design input with Communications to ensure the visual standard of all documentation and presentation material is of a high standard and on brand.
- Ensure tenders and proposals meet all relevant specifications, are in line with the most recent research and best practice and are compliant with client requirements.
- Coordinate the review process for tenders, engaging senior management and technical specialists.
- Undertake market and competitor analysis and develop quarterly reports to help inform growth opportunities for EDL, including industry memberships and conference prospects.
- Actively ensure own health and safety and the health and safety of others through understanding and implementing workplace health and safety obligations.
- Support and comply with Company Policies and Procedures as advised and documented in the Company's employment policies as amended from time to time and as directed by Managers/Supervisors.
- Any other duties appropriate to the level and responsibility of the position as required.

Person Specification

- First class written communication skills.
- Project management and people organisational skills/ Exceptional time management skills with the ability to work calmly on different projects simultaneously with competing priorities.
- Contributes to the team, co-operation and understanding amongst the work group.
- Ability to be proactive, creative and to show initiative.
- Responsible and able to work effectively when unsupervised.
- Accurate and attentive to detail.
- Ethical with high personal standards.

Qualifications and Experience

- Bachelor degree in, Business/Commerce or similar, or experience in a comparable role, coordinating and preparing tenders or proposals.



- High level of proficiency in Microsoft Office including Word, Excel and PowerPoint.
- Experience undertaking commercial analyses, including use of high-level modelling tools, as well as the preparation of written reports for senior management.

To apply, please send your current resume and cover letter, referencing VAC0407 in the subject line, to hrvacancies@edlenergy.com.

Applications open until the position is filled.