

Job Posting: Government Proposal Writer / Marketing Coordinator  
Location: Ottawa, Ontario  
Category: Full-time Permanent  
Job Number: AS12-001

Welch LLP is a mid-sized full service firm of Chartered Accountants with a staff of over 200 people in 11 offices in Eastern Ontario and Western Quebec – making Welch LLP the 19<sup>th</sup> largest accounting firm in Canada. In Ottawa, Welch is the largest independent firm, and has been helping clients since 1918.

Welch LLP is a dynamic organization with a friendly work atmosphere. As a Government Proposal Writer / Marketing Coordinator you will be challenged with coordinating the Government proposal process from beginning to end, as well, as assisting the Marketing and Communications Manager with tasks related to branding, event planning, and sponsorship coordination. You will work closely with all members of your team including senior managers and partners. You will have an opportunity to work in an environment that builds on the strengths of every employee and promotes their professional and personal development.

You must be an individual who can effectively plan and organize and who has an aptitude for delivering high quality deliverables within short deadlines. You must also have the ability to handle a variety of responsibilities in a professional manner.

#### Duties and Responsibilities:

- Coordination of the proposal writing process for the government sector from start to finish including:
  - Making recommendations on bid / no bid decisions
  - Writing content, editing, proofreading
  - Assembling proposal pieces against the proposal requirements
  - Tracking proposal success rates
  - Building and maintaining a proposal database or proposal pieces and staff bios
- Help coordinate external events (client seminars, alumni events, fundraising events) as well as, internal events (staff town halls, seminars)
- Assist in the coordination of the firms' participation in industry tradeshow and networking events
- Update and maintain events calendar, manage events registrations
- Utilizing social media to promote corporate brand

Qualifications:

- University degree in or College diploma in Marketing or Communications or related discipline
- A minimum of one (1) year of relevant experience
- Proficiency in MS Office applications
- Experience with researching and analyzing information
- Some knowledge of proposal writing process
- Knowledge of Government procurement process would be considered an asset
- A good understanding of the accounting principles, audit methodologies and nature of working within a public accounting firm would be considered an asset
- Strong attention to detail and accuracy
- Ability to prioritize work and meet deadlines
- Working independently and taking initiative are a must
- Excellent oral and written communication skills in French and English

If you are interested in a great career opportunity with a growing, flexible and dynamic organization, please apply by sending your resume in **Word 2007 format, rtf or PDF** referencing: **AS12-001** in the subject line to:

Fax: 613-236-8258  
Email: [careers@welchllp.com](mailto:careers@welchllp.com)  
Web: [www.welchllp.com](http://www.welchllp.com)

Mail: Human Resources  
Welch LLP  
1200-151 Slater Street  
Ottawa, ON K1P 5H3

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