



Pre-Sales Assistant Manager

Who we are

- Focus Edumatics is a leading ed-tech company that has been offering innovative solutions in the fields of online tutoring and e-learning for more than 15 years. It is a place that creates technology-driven solutions to everyday practical challenges faced in education delivery to improve the teaching-learning process. The company's B2B client base includes universities, publishers, and corporates across the US. Currently, the company caters to 1000+ schools and 300,000 students. We empower individuals to solve, create and deliver adaptable solutions. Here is an opportunity to join our dynamic team and build your dream career.
- **About the role**

FEV Tutor is looking for a detail-oriented business professional with extensive knowledge of sourcing, analysis and presentation, you should be articulate, have excellent written communication skills, and be able to work under pressure to meet demanding deadlines. Ultimately, a top-notch proposal writer should be consistent, detail-oriented, and able to write in a factual, convincing manner.

What you will do

- Creating & Managing the Pre-Sales pipeline
- Sourcing bids through various portals
- In-depth review and analysis of solicitations with a focus on scope, evaluation, minimum qualifications and proposal requirements.
- Preparing Compliance and Response matrix
- Responsible for go/no go decision after analysis review with the team.
- Incumbent research and data mining.
- Creating a bid timeline from sourcing till submission ensuring that all the requirements are fulfilled.
- Checking compliance, certification requirements and forms.
- Communicating with clients through e-mails, calls and attending various pre-bid and post-win/loss conferences.
- Creating a pipeline of future RFP's, RFQ's and Pre-Solicitations by obtaining the required certifications, compliances and registrations.

Who you are

Research ,Gap Analysis , Bid Management ,Pipeline Creation ,Business Strategy, Strong communication Presentation Skills, Time Management. Bachelor's Degree Minimum 2 years' experience in USA public/private sector bids analysis.

Interested?

If you are interested, please drop us an email to careers@focusedumatics.com along with your CV and a brief cover letter on why you are interested in this position.