



Proposal Writer

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 an eloquent, persuasive proposal writer to join our team of writers in creating proposals. The proposal writer's responsibilities include gathering information, formatting the information according to the company's policies, obtaining supervisor approval, and sending the proposal to the appropriate source. To be successful as a proposal writer, 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

- Researching, writing, and organizing information in a professional and credible manner.
- Conducting interviews.
- Reviewing products, services, and/or business ideas.
- Creating strategies for convincing others to take appropriate action.
- Attending meetings and identifying opportunities for proposal writing.
- Prioritizing responsibilities to meet deadlines.
- Editing and revising proposals according to feedback.
- Maintaining consistency in proposal writing by following company policies.
- Working with the design team to create graphics and visuals for projects.
- Giving presentations to the executive board

Who you are

- A Bachelor's degree in journalism, communications, English, or related field.
- Previous experience in proposal writing may be advantageous.
- Strong working knowledge of word processing software.
- Excellent computer and organizational skills, as well as attention to detail.
- Excellent written and verbal communication and interpersonal skills.
- Ability to meet deadlines.
- Good strategic planning abilities.

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.