



ROLE Proposal Specialist

DEPARTMENT Marketing

LOCATION Portland or Seattle Office

APPLY communications@andersen-const.com

LEARN MORE andersen-const.com

ABOUT ANDERSEN CONSTRUCTION

For over 75 years, Andersen has grown in the Northwest by leading with integrity, building safely, and putting our clients' and project team's needs first. Founded in 1950, Andersen builds throughout the Pacific Northwest with offices operating in Seattle, WA, Portland, OR (HQ), Eugene, OR, and Boise ID. Our employees live and work by nine core values, supporting the company's vision to be the Builder of Choice. We are accountable to one another, our clients and partners to uphold these values. At the root of it all, we do what we say we are going to do.

OUR MARKETING TEAM

Andersen's dynamic marketing team collaborates cross regionally within our company to create thoughtfully designed, branded collateral that embodies our culture and values. We embrace the attitude that 'good enough' well...isn't. Marketing at Andersen is respected, valued and integrated into every aspect of communicating our vision. Our multi-disciplinary team encompasses project pursuits, branding, external and internal communications, strategic marketing planning, and more.

Marketing team members work in all regions, and together serve the needs of all our regional offices. Occasional travel between offices for in-person collaboration, training, and meetings is expected.

WHAT WE NEED

As Proposal Specialist, you will collaborate with the full marketing team, executive leadership, project staff (including field and office personnel), estimating, and others throughout the project pursuit process from RFQ->RFP->Interview->Debrief. This involves streamlining their collective knowledge to curate and design thoughtful, cohesive proposal responses that effectively demonstrate how we work and solve problems. You will use your design and problem solving skills to communicate detailed information with clear hierarchy and messaging, combined with photography and other graphics.

Our ideal teammate for this position is a self-motivated designer and grammar junkie—someone who understands InDesign details like nested character styles, can wrangle multiple content sources into a consistent voice, and distill complex concepts into engaging infographics and page layouts. Bottom line: you understand the difference between just getting something done and doing it right. You work in Indesign, never Canva. In return, you can count on being trusted with the autonomy to make decisions, develop creative solutions, and offer ideas for improvement. With executive support, the marketing team is empowered to thrive, be creative and have fun even when staring down multiple deadlines.

WHAT YOU'LL DO HERE

- Develop, design and coordinate proposal responses using InDesign, Photoshop, Illustrator and other Creative Suite apps as needed
- Print and bind responses either in-house or occasionally with remote printer
- Brainstorm win strategies and compelling content through outlining and storyboarding
- Participate in all proposal meetings, including kickoff, status check-ins, reviews
- Define and create compelling interview materials and presentations
- Create responsibility matrix defining roles, deadlines and assignments
- Track progress and communicate clearly with pursuit team
- Manage multiple pursuits concurrently while meeting quality standards and deadlines
- Update people and project information within marketing database
- Collaborate with full marketing team on other creative projects, events, and graphics



WE'D LOVE TO HEAR FROM YOU IF YOU HAVE:

- Expert knowledge of Adobe InDesign
- Exceptional communication, interpersonal and organizational skills
- A competitive, self-motivated work ethic
- Effective prioritization to manage multiple deadlines while consistently delivering best-in-class results
- Writing / editing experience with clear, concise narratives (general knowledge of A/E/C industry terms highly valued)
- 2+ years of proposal or related A/E/C experience
- Bachelor's degree in Graphic Design, Marketing, or related field / OR significant direct experience
- Intermediate knowledge of Creative Suite (especially Photoshop, Illustrator, Bridge)
- Working knowledge of MS Office 365 Suite
- Training in a Mac environment

BENEFITS SNAPSHOT

COMPENSATION & TIME OFF

- Competitive compensation with Year-End Bonus Program
- Company-Funded Retirement & ESOP Plans equal to 15% of annual salary
- 401(k) self-directed retirement plan with access to a financial advisor
- 7 paid holidays plus a generous and flexible PTO program
- Flexible Work Weeks

HEALTH & WELLBEING

- Customized medical plan that provides many employees with no out-of-pocket costs for the entire year!
 - Plans include naturopathic, acupuncture, and chiropractic care
 - Employee-only medical plan is premium-free after wellness incentive; all other levels are reduced after incentive
- Direct Primary Care (DPC) provided at no cost
 - Unlimited primary care visits with same- or next-day access
 - Longer appointments, virtual visits, and direct communication with your doctor
 - No copays or deductibles for primary care services
- No Out-of-Pocket costs for most specialty & virtual care solutions
 - Direct access to high-quality specialists, imaging, and procedures
 - Includes concierge nurse navigation service
- Dental and Vision plans are provided with no premium
- Employee Assistance Program (EAP) for mental health, counseling, and life support
- Wellness seminars, educational sessions, and brown-bag events

FINANCIAL & LIFESTYLE BENEFITS

- Education assistance for continued learning and professional development
- Employee Referral Incentive Program
- Company-provided life and disability plans
- Voluntary supplemental insurance options
- Incent Fit wellness program - earn up to \$35/month in cash for fitness participation
- Corporate discounts with local retail and clothing vendors

WORKPLACE & CULTURE

- Collaborative office environment
- Free on-site gym access (where available)
- Beverages and snacks provided
- Industry organization memberships and events
- Community involvement and paid volunteer opportunities through the Andersen Foundation
- Fun, festive, and sometimes competitive team-building events throughout the year



HOW TO APPLY

Submit your resume, design portfolio, and industry-relevant proposal design samples to:

COMMUNICATIONS@ANDERSEN-CONST.COM

Original writing samples are also welcome. Preference will be given to creative page layout design and demonstrated ability to manage long documents using Adobe InDesign. Experience working in the A/E/C marketing industry is preferred.

Andersen provides equal employment opportunity to all qualified employees & applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or special disabled veteran or all other status protected by applicable federal, state or local law.

OUR CORE VALUES

- ESTABLISH LONG-TERM RELATIONSHIPS
- THE CLIENT IS #1
- YOU CAN BANK ON OUR WORD
- WE DO EVERYTHING AS A TEAM
- WE DO IT SAFELY, OR WE DON'T DO IT
- WE TAKE RESPONSIBILITY
- EVERYONE IS TREATED AS AN INDIVIDUAL WITH DIGNITY & RESPECT
- WE SEEK CONTINUOUS IMPROVEMENT IN EVERYTHING
- WE ALWAYS PRODUCE WORK THAT MAKES US PROUD

SUBSTANCE ABUSE SCREENING: Andersen conducts pre-employment drug screenings on all new employees in keeping with our commitment to a drug free workplace. Our offer of employment is contingent upon your successful completion of this drug screening.

BACKGROUND CHECK & DRIVING RECORD: Andersen conducts background checks and driving record review of all new employees. Employment is contingent upon successful completion of background and driving record investigation.