

EMPLOYMENT OPPORTUNITY

Proposal Specialist

About LGL Limited

Founded in 1971, LGL Limited is an employee-owned environmental research and consulting firm serving clients in Canada, the USA, and internationally. LGL's client base spans industry, government, Indigenous groups, public corporations, academia, and non-governmental organizations. Our body of work, including our peer-reviewed scientific publications, demonstrates our competence in environmental research, our ability to evaluate the environmental impacts of human activities, advance scientific knowledge, and satisfy or exceed the requirements of our clients and regulators.

About the Role

The Proposal Specialist will play a critical role in LGL Limited's business development efforts. As a member of the proposal team, the Proposal Specialist will be responsible for preparing, coordinating, and managing proposals to secure new projects and clients. They will also provide administrative support directly to the LGL Limited Ontario Vice-Presidents. This position requires a high level of organization, attention to detail, and the ability to work collaboratively with various teams while under tight deadlines.

What You Will Do

- Lead the planning, development, and submission of proposals in response to RFPs, RFQs, EOIs, and other procurement opportunities
- Regularly monitor and review subscribed online bid opportunity databases (e.g., MERX, Bids & Tenders, Ariba, Bonfire) to identify relevant opportunities
- Collaborate with technical teams to gather information and create compelling proposal content, documentation, and approvals
- Liaise with external partners and subcontractors to gather and integrate required information (e.g., insurance certs, project roles, bios)
- Ensure compliance with client requirements and company standards
- Review and revise proposal documents for accuracy, clarity, and consistency
- Monitor and report on proposal success rates and identify areas for improvement
- Assist in the creation of presentation materials for client meetings
- Coordinate proposal kick-off meetings, timelines, and deliverables across multidisciplinary teams
- Collaborate with technical teams or marketing/design staff to develop proposal figures, tables, org charts, and infographics
- Maintain a library of proposal content, templates, CVs, project profiles, and past submissions
- Ensure consistent formatting and branding of all proposal materials in line with corporate standards and client specifications
- Maintain a calendar of active and upcoming proposals, internal deadlines, and submission dates
- Other administrative tasks as assigned

What You Will Bring

- Bachelor's degree in Business, Communications, or a related field
- Minimum 5 years of proposal coordination or proposal writing experience in a professional service, engineering, environmental, or infrastructure setting
- Proven experience in proposal writing and coordination, preferably in the biology, engineering, construction industries, or for a consulting company
- Excellent written and verbal communication skills
- Strong organizational and project management skills
- Ability to work under pressure and meet tight deadlines
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint, Project)
- Attention to detail and high standards of accuracy
- Ability to work both independently and as part of a team

What We Will Provide

- Competitive salary: \$60,000–\$70,000/year
- Career growth opportunities through mentorship, professional development, and peer relationships
- A safe, respectful, and collaborative work environment

Working Conditions

- Eligible to work in Canada
- Remote or hybrid work options available
- Monday to Friday work schedule

Application Information

If you believe that you are a good fit for this new role at a dynamic and well-reputed environmental research and consulting firm, [please apply with your resume and cover letter](#).

This posting will remain open until **Wednesday, July 23, 2025, at 5:00 pm PST**, but a review of resumes will start immediately so do not delay applying. We look forward to connecting with you!

If you require accommodation in the recruitment process or have questions, please let us know by contacting daniel@engagedhr.com.