



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

www.lateampartners.com

Job Title

Junior Proposal Manager

Location

Remote

Client

Undisclosed

Job Summary

Reporting to the Manager, Proposals, the Junior Proposal Manager is responsible for supporting the life cycle of bids/proposals. The Junior Proposal Manager supports the bidding process, working with supply chain partners to obtain pricing in a timely fashion, assists in the strategic analysis of all quotations and supports negotiations of costing with our approved manufacturing

partners, prior to issuing contract orders. The tasks at times will be independent with assigned projects as well as supportive for larger projects. This position works in partnership with all CLIENT departments, and sales reps across the life of multiple, ongoing, active projects.

Responsibilities

Bid/Proposal Responsibilities

- Obtain and organize incoming quotation requests
- Maintaining customer information and project database in SAP (CRM)
- Preparing summaries on specifications
- Issuing bid packages to our suppliers/manufacturing partners
- Liaise with supply partners in regard to pricing
- Sourcing products when required
- Working with our Asia team as required
- Compiling pricing into spreadsheets to use for quotations
- Assisting with the strategic analysis during the “pre-bid” process
- Preparing quotes to send to clients in a timely fashion
- Following up on quoted projects
- Providing our Representatives with service when requested
- Providing our Clients with service when requested
- Providing support to the outside sales team
- Reviewing orders to ensure that they reconcile with the quotation

Project Communication

- Clear and consistent communication between all parties involved in a project, from designers, clients, project management team and manufacturers
- Ensure that any updates to schedule and pricing are provided to client in a timely manner

- Coordination of upcoming deadlines and required details to fulfill client request, supporting the internal Proposals and Sales teams.

Qualification

- Exceptional written and verbal communication skills, with clients and internal staff
- Ability to take initiative, balance multiple tasks and think ahead
- Excellent organizational skills with a strong attention to detail
- Ability to multitask and problem solve
- Familiarity with CRM systems is an asset
- Proficient knowledge of Microsoft Office (Word, Excel, and PowerPoint), and/or G Suite (Docs, Sheets, and Slides).
- Completion of post-secondary diploma
- Minimum 2 years' experience working in a related role or equivalent
- Experience with Design, Furniture and/or engineering businesses is an asset
- Successful track record in an administrative/data entry based role

Apply to this position

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