



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

Proposal Coordinator

Location

Remote

Client

Undisclosed

Responsibilities

Bid/Proposal Activities

- Obtain and organize incoming quotation documents.
- Maintaining customer and factory information in SAP.
- Maintaining quote information in SAP.
- Review spec packages and preparing material summaries.
- Issuing bid packages to our suppliers/manufacturing partners and following up to ensure quotes are received in a timely manner.
- Sourcing products or services when required
- Working with our Asia team as required
- Review factory quotes for accuracy and compiling pricing into spreadsheets for analysis with the Proposal Manager.
- Preparing quotes to send to clients within our required submission dates.
- Supporting our Sales team with tasks when requested
- Processing Purchase Orders in SAP.
- Preparing project Hand off details to the Project Management team.
- With support from the Proposal Manager, assist with supporting the Project Management team with new quote requests or updates throughout the project lifecycle.

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.

Qualification

- Exceptional written and verbal communication skills, both with clients and internal staff.
- Ability to multitask and problem solve
- Excellent organizational skills with a strong attention to detail
- Familiarity with CRM systems is an asset
- Proficient knowledge of Microsoft Office (Word, Excel, and PowerPoint) and/ or G-Suite (Docs, Sheets, and Slides).

EDUCATION AND EXPERIENCE

- Completion of post-secondary diploma
- Experience reading and interpreting CAD shop drawings is an asset.
- Experience within Design, Furniture and/or engineering industries is an asset.
- Experience with Custom Manufacturing is an asset.

Apply to this position

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>