

AMAREX JOB DESCRIPTION

Position Title: Proposal Development Associate	Department: Business Development/ Amarex Taiwan
Reporting Requirements: Reports to Chief Operating Officer, Amarex Taiwan	Supervisory Responsibilities: None

POSITION SUMMARY:

The Proposal Development Associate works as part of the Business Development team by providing support in the development of project proposals, work orders, amendments, and vendor contracts, including budgets for all the preceding. The Associate may participate in sales presentations, client interactions, marketing efforts, and other business development functions.

RESPONSIBILITIES:

- Support the development of proposals, work orders, and amendments for projects in consultation with Business Development team
- Support project budget preparation in consultation with supervisor
- Negotiate contracts and budgets with sub-vendors as necessary
- Support handoff of new projects to operating team
- Maintain client and company experience databases
- Provide support to sales and marketing groups as needed
- Assist in reviewing, writing, and/or editing regulatory documents
- Interact with various departments to collect information and synthesize it into documents.
- Provide miscellaneous support to Taiwan office as needed

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in scientific or business-related field, or equivalent education and relevant experience
- Strong verbal and written communication skills in English
- Strong MS Office skills, particularly with Excel
- Extremely detail-oriented with excellent follow-up skills
- Ability to work independently with minimal supervision
- Effective interpersonal skills, including the ability to work in a team environment, contributing to a collaborative work atmosphere
- Ability to extrapolate key information from presentations and documents