

Job Description

Albion Marine Solutions provides project management, engineering, consultancy, and conversion services to maritime and offshore industries worldwide. Albion Marine Solutions is looking for a **Writer, Commercial Technical Proposal and Content**. We are seeking a highly motivated and detail-oriented writer to join our team. This multifaceted role combines proposal writing, technical documentation, content creation, and marketing material development. The ideal candidate will have excellent writing skills, the ability to translate complex information into clear content, and a strong sense of audience and brand voice.

Reporting: Report to the Director.

Location: Vancouver, BC, Canada.

Position Type: Part Time (15-20 hours per week)

Requirements:

- Bachelor's degree in English, Communications, Marketing, Engineering, or a related field.
- 3+ years of proven experience in commercial proposal writing, technical writing, and marketing content creation.
- Strong understanding of technical concepts and ability to work with engineering teams.
- Excellent writing, editing, grammar, and formatting skills.
- Proficiency in MS Office Suite (Word, PowerPoint, Excel), Adobe Suite (InDesign, Illustrator), and familiarity with tools like Canva, SharePoint, or proposal management software is an asset.
- Ability to manage multiple priorities under tight deadlines.
- Experience and curiosity with GenAI and its use cases to automate time-consuming tasks.
- Experience using AI to enhance and enrich technical proposals and content writing.
- Experience in the maritime, engineering, or industrial sector is a strong asset.

Responsibilities:

- Participating in/facilitating kick-off meetings to discuss commercial proposal strategy, content development, and internal deadlines.
- Develop tools with AI's Assistance to automate repetitive tasks.
- Adhere to company-agreed technical documentation standards and processes.
- Draft and format compelling technical and commercial proposals for clients and government tenders.
- Coordinate with engineering, sales, and management teams to gather input for customized responses.

- Ensure timely delivery of all proposal submissions, maintaining compliance with client requirements and guidelines.
- Researching and writing non-technical proposal sections such as cover letters and Executive Summaries.
- Reviewing/editing/proofreading the entire proposal, including technical content written by others.
- Reviewing the RFP and ensuring the proposal response is compliant.
- Create, edit, and maintain high-quality technical documents including manuals, procedures, reports, and system descriptions.
- Translate complex engineering and operational information into user-friendly content for internal and external stakeholders.
- Write engaging website content, blog posts, case studies, press releases, and newsletters to promote services and achievements.
- Develop brochures, flyers, capability statements, service presentations, and social media content aligned with the brand identity.
- Support the sales and business development team with custom material as needed for pitches and client meetings.
- Familiarity with RFP processes and public procurement standards.
- Working knowledge of SEO, web content strategy, and digital marketing principles.
- Other duties as required by the Director.