

"AI Proposal Manager"

The AI Proposal Manager supports the global offer management department by developing and delivering persuasive and compliant proposals to the global market. By using latest AI technology and the development of a knowledge management data governance process, the AI proposal manager ensures that all relevant data is updated and maintained in the best possible way - to ensure that answers to proposals are automated to the highest degree possible in future. The AI proposal manager will work in collaboration with many disciplines across G+D for that (e. g. product management, security, ESG department, security etc.) and track for the best input in an AI readable format. Also, best practice answers from previous customer responses shall be maintained and constantly improved for the GenAI knowledge bot. In collaboration with colleagues across the organization, the AI Proposal Manager will manage the creation of proposal documents that articulate who we are, the solutions we offer, and the value we provide – in an automated way.

Primary responsibilities:

- Manage an AI driven knowledge bot and develop improvements and relevant prompts to answer to customer requests
- Establish a knowledge management data governance process to ensure all relevant input is available to generate AI answers to customer requests
- Support the global team with GenAI generated answers to client requests and questionnaires
- Train the global team in prompting and AI automation techniques (e. g. chain-of-thought, few-shot learning, multi-perspective etc.) and prompt frameworks and all other relevant skills
- Lead cross-functional teams to produce quality proposals
- Manage the proposal and quote development lifecycle process for strategic and tactical offers (RFP, RFI, RFQ, BAFO, etc.) and all support deliverables, pre-and post-submission
- Drive submission requirements and review processes, including arranging teams calls, determining schedules, assigning work packages, coordinating content submission from writers, validating pricing, managing stakeholder approval and submitting responses on-time
- Support international tenders. Review and track offers by developing and maintaining a comprehensive offer management database of responses

Qualifications

- Bachelor's degree in Business, Finance, Accounting, Economics ideally mixed with IT
- Alternatively IT degree combined with ideally 2-3 years business experience
- MBA or advanced degree is a plus
- Strong knowledge of relevant GenAI technology (e. g. ChatGPT, Copilot, prompting techniques, LLM behavior etc.)
- Strong personality paired ideally with training/coaching/change-management experience
- Experience in managing proposal activities or similar business activities e. g. procurement, contract management
- Excellent written and verbal communication skills, ideally in presenting business strategies to management
- Excellent administrative and organization skills to work effectively in a dynamic, deadline-oriented environment that requires balancing multiple assignments simultaneously
- Ability to work independently with low supervision, but participate in a global team

Interesados contactar en este mail:

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