



TRIO

Proposal Writer/Coordinator

Location: Sarajevo | Department: Sales & Marketing | Full Time | Hybrid

Edison Energy, and affiliated companies Alfa Energy and Altenex Energy, recently united one new global name and brand - Trio. Trio provides integrated strategy and implementation services - in sustainability, renewables, energy procurement, conventional supply, energy optimization and transportation electrification - to help world's largest organizations meet their strategic, financial and sustainability goals.

In October 2022, Alfa Energy, which began operations in the UK in 1995 and later expanded into a number of countries in Europe, joined the Edison Energy group in order to provide integrated sustainability and energy advisory services to clients across North America and Europe.

We make the decision to unity under a single global name and brand as a way to accelerate the company's approach to serving clients by providing you with a set of integrated sustainability and energy offerings across diverse sectors and geographies.

With our new name and brand, we look forward to continuing our progress towards fulfilling our strategic vision and purpose - to guide the world's largest businesses at every step of their decarbonization journeys.

The Trio family of companies are wholly owned subsidiaries of Edison International (NYSE: EIX).

Position Overview:

Leading proposal and content development efforts for energy and sustainability advisory initiatives, the ideal candidate will play a key role in securing clients looking to better manage their energy costs and risks, reduce their carbon footprint, and reach their sustainability goals and clean energy commitments.

This role involves developing and managing timely, high-quality, and competitive proposals, as well as providing continual support to the Sales team through the development of collateral and providing quality assurance on corresponding documents. Ensuring brand continuity and messaging, this position will strive to achieve the highest standards for communications for the benefit of TRIO, prospective clients, and current accounts.

ESSENTIAL FUNCTIONS:

Proposal & Sales Support

- Lead, manage, and support development of integrated, enterprise-wide sales proposals, marketing presentations, and prospect initiatives for new and existing clients
- Oversee all activities involved in the drafting and document preparation of Requests for Information (RFI), Requests for Quotations (RFQ), and Requests for Proposals (RFP) to clients and prospects, including proposals and qualification packages
- Collaborate and lead engagements with Sales teams to develop proposals to clients and prospects, research prospective clients and create custom sales presentations
- Coordinate development and production of materials with technical staff for proposal and executive report presentations as needed
- Strategize and develop targeted lead and prospects lists and conduct additional research on prospective clients' renewable energy and sustainability goals

Client Engagement Support

- Support product development and project work for evolving integrated energy and sustainability offering
- Support content development of standard engagement materials including case studies for client education and engagement
- Support key client engagements globally as needed

Job Requirements:

- Written and Spoken Language: Fluency in English is a must
- 2-4 years of relevant professional experience in proposal development and marketing
- Strong organization skills - ability to prioritize and multi-task on various initiatives while upholding quality and product integrity
- Excellent verbal and written communication skills and a keen eye for detail/copyediting and proofing
- Proactive, creative, ability to strategize and problem solve
- Fluency in MS Office (Word, Powerpoint, Excel, Outlook)
- Willingness and desire to continue learning about energy markets, sustainability, and C&I industry

Desired Background:

- Experience supporting sales and business development functions.

Trio is committed to building a diverse and inclusive workplace. We are a proud Equal Opportunity Employer and will not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status or any other protected status.

This is a tremendous opportunity for any applicant. If you feel that you meet the criteria above, please send your application at:

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Energy Trading Company d.o.o. is an equal opportunity employer.

Lokacija: Sarajevo
Datum objave: 10. Jan 2025.
Datum isteka: 09. Feb 2025.