UNDERHILL GEOMATICS

PROFESSIONAL LAND SURVEYORS & GEOMATICS ENGINEERS



CAREER OPPORTUNITY:	Proposal Coordinator
STATUS:	Full-time
LOCATION:	Burnaby, BC
SALARY:	$35 - 43 per hour

Underhill Geomatics Ltd. is a progressive geomatics and land surveying firm with offices in Vancouver, Kamloops, the Vancouver Island, and Whitehorse. In operation since 1913, Underhill continues to provide technologically advanced, flexible, and efficient geospatial solutions for all our clients' needs within British Columbia, Yukon, Northwest Territories and Nunavut.

We are looking for an organized, detail-oriented, and motivated **Proposal Coordinator** to join our team in Burnaby office and work remotely supporting other offices. This role will be responsible for reviewing project opportunities, preparing estimates and proposals, coordinating submissions, and working closely with our surveyors, project managers, and clients to ensure proposals are accurate, competitive, and submitted on time

Responsibilities:

- Review RFQs, RFPs, tender documents, drawings, specifications, and client requests
- Understand project requirements and identify the scope of surveying services required
- Coordinate with surveyors, project managers, and technical staff to develop project estimates
- Prepare accurate cost estimates, quotations, fee proposals, and bid submissions
- Research project information, site conditions, schedules, and other factors that may affect project costs
- Request and coordinate pricing and information from internal teams and subcontractors, where applicable
- Prepare clear and professional proposal documents and ensure all submission requirements are met
- Track proposal opportunities, submission deadlines, results, and follow-ups
- Maintain proposal and estimating records, templates, pricing information, and databases
- Assist with maintaining and improving estimating and proposal processes

- Communicate with clients and prospective clients regarding proposal requirements and clarification questions
- Follow up on submitted proposals and maintain accurate records of outcomes
- Support the Business Development and Operations teams with other related tasks as required

Requirements and Skills:

- Minimum 2 years experience in land surveying, geomatics, construction, engineering, or civil infrastructure is required
- Experience with reading and interpreting drawings, specifications, scopes of work, and tender documents is required, with the ability to translate them into clear scopes and pricing
- Strong understanding of estimating, proposal preparation, and cost analysis, with attention to detail and accuracy
- Strong research skills and ability to identify project risks, assumptions, and requirements
- Strong organizational and time-management skills, with the ability to manage multiple deadlines
- Excellent written and verbal communication skills, with proficiency in Microsoft Office, particularly Excel and Word
- Professional, proactive, and client-focused approach with the ability to work effectively in a fast-paced, deadline-driven environment
- Occasional travel to other offices may be required

To Apply:

If you would like to be considered for this opportunity, please send your resume and cover letter in confidence to our Human Resources Department (hr@underhill.ca) | **Subject: "Proposal Coordinator"**.

We thank all applicants for their interest; however, only short-listed candidates will be contacted.

UNDERHILL GEOMATICS



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Other Locations:

Fort St. John
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