



JOB TITLE: Technical Proposals Writer – Commercial Group

Full Time, Salaried

GENERAL STATEMENT OF DUTIES:

We are seeking a skilled and experienced Technical Proposals Writer (LNG) to join our team. The Technical Proposals Writer will be responsible for developing and producing high-quality proposals for our company's products and services, working closely with the sales and marketing teams, to submit for bid(s) on new and existing work as it relates to the liquefied natural gas (LNG) and related market segments. The ideal candidate will have a background in technical writing, project management, business development and marketing.

SUPERVISOR: VP Commercial | **DEPARTMENT:** Commercial Group (Sales & Marketing)

LOCATION: Corporate Office in Houston, TX

PRIMARY DUTIES AND RESPONSIBILITIES:

Stabilis Solutions retains the right to modify or change the duties or essential functions of the job at any time.

- Collaborate with Commercial, Project, Engineering, and Marketing teams to understand customer requirements and develop proposals that meet these needs.
- Develop, write, and edit technical content for proposals in a clear, persuasive, and concise manner. This may include executive summaries, detailed technical solutions and descriptions, project plans, resumes, past performance references and case studies, and scope of work documents.
- Assist in the creation of proposal win themes and strategies in close collaboration with the Commercial team and ensure these themes and associated messaging are included in the proposal documents.
- Ensure proposals are compliant with RFP and customer requirements, including formatting, page limits, and submission deadlines, and align with the company's technical and commercial standards.
- Review and analyze proposal requests to determine the appropriate content and format for each proposal.
- Coordinate proposal reviews and ensure feedback is incorporated into final proposal documents.
- Manage multiple proposals and writing assignments simultaneously, ensuring each is delivered on time and to a high standard.
- Participate in proposal development meetings, providing technical expertise and input as needed.
- Manage proposal production, including printing, binding, and shipping proposals as needed.

- Develop and maintain a repository of templates, standard language, product collateral, exhibits, and other data resources to create high-quality and accurate responses to proposals and other documents needed.
- Stay up-to-date with the latest trends and technologies in technical writing and documentation.
- May prepare custom response content for complex unique inquiries or other Company needs as required.
- May assist in the development of marketing materials on an as needed basis.

QUALIFICATIONS:

- Bachelor's degree in English, Journalism, Technical Writing, Communications, Engineering, or a related field
- Minimum of three (3) years of experience in technical writing or proposal development.
- Bilingual (English & Spanish) verbal and written proficiency is preferred.
- Experience in the LNG, industrial gas, and/or oil & gas industry is a plus.
- Expert in written communication skills, including editing and proofreading, with the ability to articulate and discuss technical and commercial aspects of the business.
- High attention to detail and proven ability to manage multiple, competing priorities simultaneously, with minimum supervision, delivering high-quality work under tight deadlines.
- Familiarity with proposal development best practices and processes, including RFP analysis.
- Proficiency with Microsoft Office Suite, including Word and PowerPoint, Adobe Acrobat, or similar proposal software tools.
- Ability to work independently and collaboratively with internal stakeholders across all levels within the Company, supporting team and company goals.
- Demonstrated self-starter and with strong organizational and time management skills.
- Excellent interpersonal and communication skills, both written and spoken.
- Ability to meet aggressive deadlines while maintaining a positive attitude.
- Ability to work under pressure and follow through on tasks.
- Applicants must be legally authorized for employment in the United States without need for current or future employer-sponsored work authorization.
- Willingness to travel as required.

WORKING ENVIRONMENT:

- Stabilis is a fast-paced and growing work environment where employees are encouraged to be self-starters.
- Office equipment will be used, including copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.
- Non-smoking and drug free workplace.

DRUG-FREE WORKPLACE STATEMENT:

Stabilis is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws. Our values promote employee participation in the delivery of quality services to our clients and customers. Employees are subject to pre-employment and random drug screens. Medical evaluations may also be required depending upon the role/position.

EQUITY IN THE WORKPLACE:

Stabilis celebrates diversity in the workforce. We welcome applicants of all ages, ethnicities, genders, sexual orientations, and religions.

WORK SCHEDULE:

This position is a full-time salaried position in the Houston office. Travel may be necessary as required by the business.

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