



# Senior Proposal Writer

## What You'll Do:

As the Senior Proposal Writer, you will be using content management software, internal subject matter expertise, and other sources, to lead the proposal development process for new and renewing business opportunities. You will review and identify proposal requirements, meet deadlines by tracking proposal activity, and maintain the content management database with accurate and up-to-date information. You will review and edit content for consistency in voice, style, and proper grammar and punctuation, as well as improve proposal responses by evaluating and re-designing boilerplate information to speak to each opportunity. The ideal candidate will be articulate, detail-oriented, and have excellent written communication skills.

## Qualifications:

- Bachelor's degree in English, Communications, Journalism, Business, Marketing, or equivalent combination of education and experience.
- Previous experience in writing, proofreading, and/or copy editing; familiarity with Associated Press style guidelines.
- Previous experience in proposal response development (e.g., writing narrative responses, coordinating proposal submissions).
- Prior experience with proposal management software preferred.
- Prior pharmacy benefit management experience preferred.

## Why Serve You Rx?

In addition to the great workplace culture, Serve You Rx offers generous benefits to include: medical, dental, vision, 401k, HSA, FSA, identity theft, and pet insurance, 18 days of paid time off in your first year, a newly remodeled and clean facility, easy on/off freeway access, plenty of free surface parking directly outside our facility doors, scenic walking trails, a wide variety of restaurants and shopping nearby, and food trucks in the park when weather permits.

**Qualified applicants are encouraged to apply! Send your cover letter, resume and salary requirements to [hr@serve-you-rx.com](mailto:hr@serve-you-rx.com)**