

O&G Industries based in Torrington, CT is recruiting for a **Proposal/Marketing Manager** to join our Building Group. We want to hear from you if you are collaborative, curious, a creative thinker, embraces change, and thrives in a fast-paced environment.

What You'll Be Doing:

- Proposal management; responding to requests for qualifications and proposals
- Graphic support for marketing collateral
- Record keeping and updating of marketing collateral and support materials
- Creation of shortlist interview PowerPoint, handouts, etc.
- Research to support our business development professionals' pursuit; includes a number of tactics including utilization of online sources, review of meeting agendas and minutes, competitor analysis, etc.
- Use of a CRM system to record information for leads and opportunities
- Act as an ambassador for O&G by attending industry events.

Who You Are:

- 10+ years of experience in marketing and/or proposal management
- Bachelor's degree in Marketing, Communications or similar related field
- Working knowledge of InDesign, Adobe Suite, Microsoft Suite (especially PowerPoint), Unanet/Cosential CRM system or similar
- Demonstrated graphic/imaging experience in both print and digital
- Very strong verbal and written skills – clear, concise, and complete
- Must be organized, flexible, and able to work under pressure while managing competing priorities
- Must be a highly motivated and creative individual
- Must be familiar with the proposal lifecycle process.

What We Offer:

- Competitive salary
- 401(k) plan with company match
- Health, Vision, and Dental Insurance
- Paid holidays
- Earned Time Off
- Company paid life and long-term disability insurance

O&G Industries is an Equal Employment Opportunity/Affirmative Action Employer that recruits qualified applicants and advances in employment without regard to race, color, religion, age, gender, gender identity, gender expression, sexual orientation, ethnic or national origin, genetic information, disability, marital status, veteran status or any other status protected by applicable federal, state, or local laws. O&G Industries also prohibits harassment and/or retaliation of applicants and employees based on any of these protected categories.

We are committed to hiring a diverse workforce and sustaining an inclusive culture.

Women and Veterans of the US Armed Services are encouraged to apply.

We are an E-Verify Participating Employer.