

SCIENTIFIC GAMES INTERNATIONAL, INC.
JOB DESCRIPTION

Division: Lottery Division
Department: Global Proposals
Position: Proposal Coordinator
Reports to: Director Proposal Projects

Position Summary:

Scientific Games is a world leader in the production and supply of lottery games. We manufacture instant scratch-off games, manage lottery network systems, and are at the leading edge of internet and mobile game development. We are seeking a Proposal Coordinator in our Alpharetta, GA offices. The successful person will be part of a proposal team that creates winning sales documents for lottery organizations around the world.

About the Job:

We are looking for someone who has worked on proposals before, is detail-oriented, reliable, and meticulous. He or she will support proposal development in response to complex government-issued RFPs in a fast paced environment with multiple deadlines. Our supportive team culture means you may also work with other groups on internal or external projects.

The Proposal Coordinator:

- Works with the proposal manager to review RFPs, draft proposal outlines, establish schedules & create assignment lists
- Collaborates with the proposal manager and others to articulate a winning strategy, differentiators, and product offerings
- Keeps proposals on track and identifies red flags to completion
- Researches and collects proposal content from subject matter experts
- Uses proposal database materials to create initial proposal drafts
- Customizes responses through original writing and editing
- Edits for compliance, content and Scientific Games' style
- Reviews proposals for RFP compliance
- Works with the publishing group to support production, binding and quality control aspects of proposal production
- Helps with proposal exhibits and appendixes areas
- Provides reports as requested and performs other duties as necessary to support global proposals team activities

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Qualifications include:

- BA/BS English, Journalism or related field
- 1 to 3 years proposal experience is a plus
- Demonstrate thorough knowledge of the RFP and government procurement processes
- Ability to organize and manage multiple priorities and projects under tight deadlines
- Excellent business communication skills
- Flexibility to work nights or weekends, as needed
- Works independently and within a team
- APMP association membership / certification a plus but not required
- Experience working with a variety of style guides and convention standards
- Must be proactive, flexible and able to switch gears quickly from one project to the next
- Proficient with Microsoft Outlook, Word, PowerPoint, and Excel. Access Database experience and SharePoint knowledge are valued skills in this position

For more information, please contact

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