

Workspace Strategy Coordinator

Holland Landing, Ontario

About Us

Inscape is a design enabler. We have been saying Yes since 1888 with a versatile portfolio of systems, storage and wall products that are adaptable and built to last. With care and consideration, and more than a century of expertise, our philosophy is to always do what we can to say Yes.

About the Role

The Workspace Strategy Coordinator will coordinate and manage various strategies within the team including RFP responses and large project analysis. This role will encompass the beginning stages of the mock up process by, working with internal and external teams to ensure Inscape's best solutions are being specified and sales teams are prepared for presenting mock-ups. The Workspace Strategy Coordinator will ensure that all necessary resources are allocated and available to win high profile projects.

Primary Tasks & Responsibilities

- Evaluate request for proposals, presentations, statement of qualifications, etc.
- Coordinate the internal strategy team to respond to RFP's and other key projects (kick off calls, project tracking, responsibility management, compile response packages)
- Preparation of RFP packages for manufacture driven responses (along with aid from marketing design input) and support through organizing and maintaining product information, content gathering and other information necessary for the timely, accurate and compelling completion of each response.
- Coordinate information from internal subject matter experts regarding competitive intelligence, special product needs, pricing approvals and mock-ups, to work through major projects and RFP requests.
- Maintain and develop materials that support proposal such as biographies, project narratives and other content.
- Writing and reviewing specific content for proposals that reflect the vision, mission and values of Inscape and our overall culture and approach to the workplace – with assistance from subject matter experts (Marketing, Product Management, Quality etc.)
- Ensure that proper checks and balances are met to show product in its best solution in mock up and major projects.
- Manage the pre-mock-up process by working with internal teams (Workspace Design) to ensure Inscapes best solutions and applications are being specified and equipped to tell our story and installation drawings and details are provided
- Prepare external teams (Sales) for presenting the mock-up by providing competitive intel and unique selling points)
- Track pursuits, proposals and client content in CRM database.
- Assist team in understanding margins and discounting to best position Inscape
- Attend and support sales strategy planning sessions, qualifications of bids and win strategy meetings.

- Participate in strategy development and provide support in planning, developing and implementing strategies to increase Inscape wins.
- Establish strong relationships with both internal and external partners.
- All other duties and responsibilities as assigned.

Knowledge, Skills, Abilities & Education

- Post-Secondary Education (University or College).
- Strong customer service skills to be able to respond to dealer requests.
- 3-5 years' experience in the office furniture industry, with knowledge of sales processes and the dealership community.
- Ability to multi-task in a fast paced environment.
- Excellent communication and interpersonal skills, demonstrated ability to work in a team environment and implement change.
- Ability to define and drive best practices.
- Proficient in Adobe InDesign an asset
- Proficient with Microsoft Office
- High level of attention to detail

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.
Inscape will provide reasonable accommodation to applicants with disabilities.**