

**ENGINEERING PLANNING
FORESTRY**

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**LANDSCAPE ARCHITECTURE
SURVEYING**

Offices Located In:
SHERWOOD, OREGON
REDMOND, OREGON
VANCOUVER, WASHINGTON
www.aks-eng.com/keith@aks-eng.com

PERMANENT FULL TIME PROPOSAL SPECIALIST:

AKS Engineering & Forestry is seeking a Proposal specialist for our offices located in the following cities:

- Sherwood, Oregon
- Vancouver, Washington

This is an excellent career opportunity for responsible person with a minimum of 2 years of writing experience.

AKS ENGINEERING & FORESTRY, LLC (AKS) is a consulting firm specializing in engineering, surveying, planning, landscape architecture, and forestry. Our staff is licensed to perform the following work around the Northwest:

Oregon	Washington	Idaho	Alaska
<ul style="list-style-type: none"> • Engineering • Surveying • Landscape Architecture 	<ul style="list-style-type: none"> • Engineering • Surveying • Landscape Architecture 	<ul style="list-style-type: none"> • Engineering • Surveying 	<ul style="list-style-type: none"> • Engineering

AKS has a broad list of clients including land developers, city municipalities, timberland owners, and other government agencies. We provide a full range of consulting services on numerous projects of a diverse nature throughout the Northwest, including:

- Subdivisions
- Commercial Site Developments
- Transportation Developments
- Road Designs
- Logging Engineering & Forest Management
- Land Surveying
- Landscape Architecture

Visit our website at WWW.AKS-ENG.COM for additional information about the range of services we offer. The varying nature of our projects has enabled our staff to gain knowledge and experience in many fields. New projects contribute to the continual professional development and expansion of our firm’s capabilities. Continuous training of all employees, through seminars, classes, and workshops ensures that our company is up to date with technological advancements in the field and office.

Since 1996, AKS has built a reputation based on integrity, hard work, personal responsibility, intelligence, practicality, exceptional client service, efficiency and skill. The engineers, surveyors, planners, and landscape architects at AKS collaborate to learn and develop while providing our clients with outstanding service. This philosophy has produced a great work environment for the AKS staff and dependable, efficient, excellent service for our clients.

AKS continues to grow by maintaining these values that have led to our success. We invite professionals who share these values to explore this opportunity to join our team.

Check out the next page for specific information about responsibilities, work environment, compensation, and benefits

Job functions-Working with a project manager, the following tasks will be assigned:

1. Will work on all aspects of the proposal development process, from inception to final delivery.
2. Proposal Specialist Duties may include:
 - Ensuring adherence to proposal requirements and formats
 - Developing graphics
 - Proof-reading
 - Editing
 - Working with technical and administrative staff
 - Authoring of major sections
 - Document assembly
 - Final reproduction
 - Preparing requirements driven outlines
 - Producing deliverables on schedule
 - Formatting resumes
 - Defining project descriptions
 - Coordinating duties
3. Other clerical duties may include:
 - Filing
 - Deliveries
 - Answering phones
 - Other general office duties
4. Do what needs to be done.

Skills and Abilities Required:

1. A minimum of 2 years writing experience.
2. Proficiency with MS Office products, with advanced knowledge of Microsoft Word and Excel.
3. Ability to interact with all levels of staff.
4. Must be able to prioritize primary and secondary work loads, and work with diverse technical and administrative staff.
5. Must have convincing command of the English language and present materials in a professional and persuasive manner.
6. Must be able to work both as an individual and on a team.
7. Must have excellent communication skills.
8. Ability to work quickly, manage multiple priorities and meet deadlines.
9. In general, takes personal responsibility for completing quality work within budgets and timelines.

Working Conditions:

1. Primarily office work.
2. Occasional overtime.
3. Deliveries to various local locations-primarily in AKS provided vehicle.
4. Maintain good communication with other co-workers and clients.

Job Progression-Job progression depends on:

1. Technical skills
2. Job responsibilities
3. Job performance
4. Communication skills
5. Availability of Advancement Opportunities

AKS offers outstanding benefits and opportunity for personal and professional growth.

Benefits include:

- Competitive Salaries
- Medical/Vision/Dental
- Training/Continuing Education
- On Site Work Out Facility and Showers (Sherwood)
- Advancement Opportunities
- Hamburger Wednesdays-Barbecued hamburgers provided for staff every Wednesday at noon, box lunches for field crews.
- 401K Package with 100% matching for the first 6%.
- Company Softball Team (Sherwood-1st Place 2001, 3rd Place 2002, 2nd Place 2003, 2nd Place 2006).
- Company Retreats and Recreation (fishing trips, Sunriver weekend, company barbecues, etc.)

Send resume and cover letter to:

Keith Jehnke, Principal; Keith@aks-eng.com or to the following address:

**AKS Engineering & Forestry, LLC
Attn: Keith Jehnke
13910 SW Galbreath Drive, Suite 100
Sherwood, OR 97140**