

Corporate Writer (RFIs)

Position Overview

The RFI writer is a trusted member of a global team responding to RFI (Request for Information) requests. In a fast-paced environment, the writer collaborates closely with team members to craft a compelling story. That means attending live calls with high-level executives located around the world and being available on Microsoft Teams to refine responses in real time. Plus, the writer needs a good eye for editing and proofreading to revise input from other contributors and apply corporate style guide conventions, sometimes going over a response several times to make it the best it can be.

Primary Responsibilities

- Using advanced writing skills, write, edit and proofread answers to RFI report questions
- Edit, revise and review work to incorporate feedback
- Work to meet tight deadlines
- Submit material in the required and expected format
- Collaborate with team members involved in a program, including project managers, executives, client stakeholders and other writers
- Report to ITFO editorial lead to coordinate all activities and programs
- Participate in internal project status meetings and ongoing project schedule updates
- Work on multiple projects simultaneously and understand project priorities in the context of agency and client expectations
- Create and maintain relevant project documentation
- Establish and nurture client relationships at a senior level
- Work with clients to understand their needs and suggest solutions that enhance their business and create opportunities for other agency team members
- Work with client partners to analyze project needs, to help ensure that they fit with resourcing, project objectives and quality standards
- Know the questions to ask to onboard each project smoothly
- Report and escalate problems to management as needed

Qualifications

Required:

- Advanced writing and proofreading skills
- Attention to detail
- Relevant post-secondary education and/or equivalent
- Ability to assimilate information quickly and reflect that knowledge in the voice of the customer
- Ability to collaborate with senior organizational leaders
- Strong interpersonal skills

Nice to have:

- Experience with RFIs and/or with RFPs
- Experience writing case studies or whitepapers that focus on storytelling
- Project management skills
- Internal communications experience

This is a part-time contract role. To apply for the position submit a resume and cover letter —or to ask questions— please contact: careers@itfo.ca