

Raytheon Canada Limited

At Raytheon Canada Limited, we are committed to both our customers and employees. Our division provides Mission Support, servicing the defence, security and aerospace sectors with a broad range of high technology products and services. You will be part of a valuable team that allows you to be challenged and offers unique opportunities, working on projects that are making a positive impact on our world. Raytheon Canada offers competitive salaries and a comprehensive benefits package.

Capture Manager

We are presently seeking a Capture Manager to join an established, hard working team of professionals committed to growing our business. This individual will be responsible for: leading business capture activities, effective coordination of teams, resources and budget, meeting program growth and financial goals, and the transition of newly awarded projects to Operations.

Job Duties:

- Support the Capture/Proposal Management Team in analyzing customer requirements and planning, developing, and leading winning proposal strategies.
- Plan and lead the development of fully compliant proposals responsive to government requirements and ensures that they fully address all Raytheon Win Strategies.
- Enforce compliance, conduct internal reviews, report status to management, and support formal leadership / management reviews.
- Ensure compliance with capture / proposal process and schedules and make sure that allocated resources are used efficiently and effectively.
- Develop capture plans, win strategies, executive summaries, proposal plans and schedules, kick-off/review packages, outlines, and compliance matrices.
- Conduct "Data Calls" which require the gathering of relevant source materials such as corporate experience, capabilities, personnel information, past proposal material, etc, maintain archive of all source material gathered.
- Develop and deploy best practices related to capture planning, proposal planning, development and review processes, including annotated compliant outlines, section strategies, author work packages, etc.
- Work with other Capture Managers and Proposal Managers as required to ensure effective and efficient planning and use of Capture/Proposal Development Center resources and support.
- Expected to work extended hours and travel as required.
- Transition awarded contracts to project management and provide follow-on support as required.

Requirements:

- Bachelors degree in business and/or technical area or equivalent training and work experience.
- 2-5 years experience in a management position. This must include experience in financial and business management.
- At least 10 years experience leading and supporting business development/marketing – specifically in a competitive government acquisition environment.
- Comprehensive Department of National Defense (DND) Logistics, Engineering Life Cycle Management and/or Project Management expertise is essential.
- Proven expertise in industry best practices, capture/proposal planning and process execution - competitive assessment/analysis, win strategy development, solicitation analysis, and proposal planning/management, with the ability to conduct training in these areas.
- Detail and deadline oriented; demonstrated organizational and time management skills; strong program management skills which will include forecasting, budgeting and the ability to meet various objectives set out in plans.
- Excellent team building skills with the ability to organize a diverse group and work towards a common goal without having direct authority over the team participants.
- Excellent oral, written and interpersonal communications skills.
- Demonstrated ability to multi-task and work with minimal supervision -- readily taking direction from team leaders in a fast paced, dynamic environment
- Basic familiarity with internet/intranet technology; demonstrated ability to work in Windows (XP, Vista) Operating Environment; proficient in the MS Office 2007 Suite (Word, Excel, PowerPoint, and Project).

Other information:

Only those selected for an interview will be contacted. Interviewed candidate will be required to successfully complete a Criminal reference check and pass a security clearance check to a secret level through the Canadian Government.

Please forward your cover letter and resume stating file number W2011-016 to:

Raytheon Canada Limited
Attn: Human Resources
919 72nd Ave, N.E.
Calgary, Alberta
T2E 8N9
Email: HR@Raytheon-ssd.com
Fax: (403) 295-6682

Raytheon Canada Limited is proud to be an equal opportunity employer and welcomes a wide diversity of applicants.