

Opening in Adobe System

Job: Associate Bid and Proposal Manager (French & English)

Essential Duties & Responsibilities:

- Review, Translate & Provide written analysis and responses for an RFP (Request for Proposal) for French and English Language
- Prepare formal, detailed, and comprehensive proposals for various Adobe solutions.
- Develop new boilerplate materials for proposals to improve proposal quality and content
- Communicate effectively and professionally with other departments (i.e., Sales and Marketing, Product Management, etc.) and with prospective clients (pre-proposal submittal)
- Participate individually or with other proposal team members in the compilation and delivery of formal proposals to meet strict internal and external submission deadlines
- Display expertise in learning and integrating new product go-to-market and technical materials.

Required Qualifications

- Graduation or Equivalent degree from an accredited educational institution.
- Two to six years of experience working as a French Lingual. (**Certificate Level B2 or above**)
- Excellent French & English oral and written communication skills with knowledge of technical writing.
- Expertise in MS Office i.e. word, PPT and basics of excel is a plus.
- Demonstrated experience in working collaboratively among different stakeholder groups

**If you are interested, then please contact Manu Saxena @ 9717447468 or
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