



1271 Red Fox Road, Saint Paul, MN 55112



Sales Contract Technical Writer Wanted

ABOUT FIREFLY

FireFly Computers is a young, exciting and quickly growing technology company focused on promoting and supporting 1-to-1 computing in K-12 education. Our products and services make it easy for schools to manage and maintain the full lifecycle of their devices. Not only do we have great prices on Chromebooks and PCs, we also supply innovative and time-saving solutions that include device setup, configuration, management, training, technical support, warranty repair, self-repair, content filtering, buy-back, and more.

The truth is, working at FireFly Computers is a blast. Sure we work hard, but you can feel good about what you do here. The devices and services we provide are used by schools all across the country to get more computers in the hands of more students from all walks of life. We're constantly looking for new ways to make our customer's lives better, and you'll appreciate that your ideas are always considered, valued, and celebrated here at FireFly. We believe in equipping, encouraging, and promoting our employees while you use your unique strengths to be a part of the exciting growth of our company.

Team building is a high priority for us, and we have several events, parties, lunches, book clubs, and happy hours throughout the year. If you like playing bean bag toss, singing karaoke on a paddle boat, or enjoying a good meme (or even if you don't), you'll fit in just fine.



AWARDS

- Inc. Magazine “Best Workplaces” Award
- Inc. 5000 “Fastest Growing Private Companies in America”
- Minneapolis/St. Paul Business Journal “Fast 50”

JOB DESCRIPTION

As a Sales Contract Technical Writer, your role will be seeking out and responding to public “request for bid” notices that match the products and services we provide. You will also seek out and respond to opportunities for long-term regional, statewide, and national procurement contracts that schools use to purchase their student technology.

Successful candidates will need extreme attention to detail, extraordinary writing skills, and a high level of personal accountability. You will play an integral part in the continued growth of our company, as almost 40% of our revenue comes through bids and contracts. Finding and winning RFP’s is a strategic, highly competitive, and in-demand career path that offers a rewarding future and a great sense of accomplishment. This entry-level position doesn’t require any past experience, although it would be a great fit for those with a background in legal or paralegal, insurance, finance, analytics, purchasing, journalism, communication, copywriting, proofreading, or of course, technical writing.

JOB DUTIES

- Communicate with multiple departments to gather and coordinate bid response materials
- Accurately compile and author bid response packages under tight submission deadlines
- Simultaneously manage overlapping projects and timelines from a variety of sources
- Catalog bid response details and create job-aids for contract use
- Complete other office-related tasks as needed

REQUIRED SKILLS

- High school diploma or equivalent
- Excellent communication and teamwork skills
- Advanced writing skill, including grammar, spelling, and word choice
- Highly organized, with an ability to prioritize and multi-task
- Self-motivated individual with minimal need for supervision
- Ability to type 40+ words per minute

PREFERRED SKILLS

- Bachelor’s Degree or 1-2 years of experience
- Extreme proficiency with Microsoft Office applications
- Technical writing experience and/or experience with state and local government contracts

HOURS:

- Full Time
- M-F, 8:30 a.m. -- 5:00 p.m. (flexible)

BENEFITS:

- 401(k)
- Paid Vacation
- Paid Holidays

FireFly Computers is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Apply online at <http://fireflycomputers.com/careers/>