

IMAGINE IT BETTER



FireFly Computers

Sales Contract & RFP Technical Writer

Apply online at www.fireflycomputers.com/careers/

ABOUT FIREFLY

FireFly Computers is a young, exciting, and quickly growing technology company focused on promoting and supporting computing in education. FireFly offers products and services that make it easy for schools to launch 1-to-1 computing programs and provides services and solutions that keep management and maintenance simple. 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, device buy-back, and more.

From our sales floor to the tech and warehouse teams, the heartbeat of FireFly is the fantastic people who work here. We're a group of fun and vibrant individuals who know how to get down to business in a highly competitive industry. We take great pride in the quality and uniqueness of our team, and we can't wait to see what you can bring to the table.

AWARDS

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

JOB DESCRIPTION | ABOUT YOU

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

You 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.

You’re not the average job candidate! The FireFly Family is all about embracing and celebrating the unique things that every one of our team members brings to the office each day. Find your quirk and LEAN IN! We look forward to seeing what you can add to our work community!

JOB DUTIES

As a Contract Specialist you will:

- Work closely with the Marketing Director to deliver compelling, accurate, and complete bid/contract responses within very strict deadlines
- Work in conjunction with the sales team to identify and act upon bid opportunities
- Seek out public “request for bid” notices for the products and services we provide
- Communicate with multiple departments to coordinate bid response materials
- 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
- Extreme attention to detail
- Exceptional writing, editing, and proofreading skills
- High level of personal accountability

- Effective and clear written and verbal communication in English is required
- Highly organized, with an ability to prioritize, multi-task, and meet deadlines
- Self-motivated individual with minimal need for supervision
- Experience editing PDFs

PREFERRED SKILLS

- Bachelor's Degree or 1-2 years of experience
- Proficiency with Microsoft Office applications
- Previous knowledge and/or an interest in computers and technology

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.