

# Senior Specialist Bid Management, Commercial Operations

Location: Heathrow, FL / Hybrid

## About Prevalon

Prevalon Energy LLC (Prevalon), a Mitsubishi Power Americas and EES joint venture, is a leading global energy storage technology and services company that is empowering companies to deploy flexible energy solutions and accelerate a more sustainable energy future.

With 10 years of global battery energy storage experience and over 4 GWh of utility-scale battery energy storage projects deployed, Prevalon develops an end-to-end integrated battery energy storage solution that delivers throughout the entire lifecycle of your project and ensures performance.

Working with our customers to develop a solution to meet the demands of their energy system today and into the future, we are grounded by the principles of commitment, reliability and expertise to guide our decision making, design philosophy, and relationship building.

## Our Culture and Values

### Responsibility

Safety is at the core of everything we do. From the well-being and health of people to the quality of the products we develop and implement, sustainability is the foundation of our operations. Our expertise guides our decision-making and design development, and lives at the core of our mission.

### Community

People are the focus and heartbeat of what we do. We prioritize the well-being of our customers, employees, and communities we work with. Through teamwork, collaboration, and open communication, we work together to continuously innovate.

### Innovation

We value and encourage creativity in the ways we work and are always forward thinking. We embrace diversity of thought and adapt to emerging trends and technologies. We recognize the importance of respecting traditions but not beholden by them.

### Accountability

We are focused on taking responsibility and ownership for our actions and decisions. We deliver on promises in a transparent and reliable manner. We are accountable in our commitment to sustainable practices and products.

## Job Summary

The Senior Commercial Operations Specialist is responsible for supporting the commercial operations activities related to the Bid Management process of the organization, including sales support, supply chain management, and contract management. This role will work closely with the Director and Vice President of Commercial Operations performing supporting tasks during the implementation of revenue growth strategies.

## Essential Duties & Responsibilities

Essential duties and responsibilities include, but are not limited to the following:

- Provide guidance and support to commercial operations team members.
- Assist in training and mentoring junior team members.
- Responsible for the development and implementation of bid management strategies, including updates to the Bid Management Standard Operation Procedure.
- Support the development and management of the commercial operations templates, prime contracts and subcontracts commercial exhibits templates.
- Support the development and execution of marketing campaigns to promote products and services.
- Responsible for managing the Request for Information (RFI) documentation Database.
- Support the SVP of Commercial Operations with the maintenance of the Baseline Commercial Positions document.
- Support the Commercial Operations lead on the creation and update of bid specific Strategic Opportunity Pursuit worksheets.
- Support the Senior Specialist of Cost Management as required by the SVP of Commercial Operations.
- Analyze data to identify trends and insights that can be used to improve commercial operations.
- Collaborate with other departments to ensure alignment of commercial operations with overall business objectives.
- Monitor and reports on key performance indicators (KPIs) to track progress against goals.
- Stay informed about developments in the industry and market conditions that may impact on the organization's commercial operations.
- Perform other duties as assigned.

## Knowledge, Skills, & Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a team environment.
- Knowledge of sales and marketing principles.
- Proficiency in Microsoft Office suite.

## Education & Experience

- Bachelor's degree in business administration, marketing, or a related field.
- Minimum of 5 years of experience in commercial operations or a related field.

## Physical Requirements & Work Environment

The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Candidate must be local to Headquarters in Heathrow, FL.
- Core office days are Tuesday, Wednesday, and Thursday.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.