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Deloitte Advisory Services is a multi-disciplinary professional services organisation part of the Deloitte network. Our international capabilities combined with local expertise help our clients succeed, wherever they operate. In our continuous efforts to be the preferred service provider in Sri Lanka, we require proactive, dynamic, and self-motivated individuals with excellent interpersonal skills and a high level of commitment. The details of the position are highlighted below.

### Analyst - Proposal Support Specialist

We are looking for detail-oriented and proactive Proposal Support Specialist to join our Cyber Transformation team. This role requires strong organizational skills, attention to detail, and the ability to work effectively under pressure to meet deadlines..

#### Key Responsibilities

- As a Proposal Support Specialist, you'll build and nurture positive working relationships with teams and clients with the intention to exceed client expectations. Your roles and responsibilities will be to
- Format and assemble visually appealing proposal documents, ensuring they meet branding and quality standards
- Manage proposal timelines and deadlines, coordinating the proposal development process from start to finish
- Make significant contribution to the development and continuous improvement of proposal management processes, tools, and templates
- Write, edit, and proofread proposal content to ensure clarity, completeness, and compliance with requirements

#### Key Requirements

- Bachelor's degree in Business Administration, Marketing, Cyber Security, or a related field
- Minimum 1-year prior experience in proposal writing, market research, or a procurement related role
- Experience in handling cyber-specific new business opportunities will be an added advantage
- Keen listener, with the ability to quickly grasp ideas to be reflected in written documents and presentations
- Strong written and verbal communication skills, Detail-oriented with excellent organizational and time-management abilities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team
- Excellent time management and organizational skills, with the ability to prioritize and manage multiple deadlines.
- Knowledge of proposal best practices and industry standards

#### How to apply

Email a detailed curriculum vitae (CV) to [lkcareers@deloitte.com](mailto:lkcareers@deloitte.com) indicating the post applied and the names and contact details of two non-related referees.

#### Our Office

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