



**Position Title:  
Communications  
Manager**

**Location:**  
West Des Moines, IA

**Length:**  
Full Time

## **THE COMPANY.**

Established in 1982 and an Oracle Partner since 1992, Zirous is an Oracle Gold Partner specializing in Oracle Core Technology sales and implementations, including Service Oriented Architecture, Business Intelligence, Content Management, WebCenter, and Identity and Access Management products and services. Corporate headquarters is in West Des Moines, Iowa with additional offices in Portland, Oregon and Bloomington, Minnesota.

To continue our success and growth, we are seeking team members who:

- Solve business problems with technology
- Enjoy using new technology
- Are motivated to deliver

## **THE POSITION.**

Join Zirous's business development team and work with outstanding sales and information technology professionals to secure business by creating winning business proposals, managing library of reusable content, maintaining and refining templates and documentation practices, crafting clear communication in support of marketing initiatives, and shaping business development strategy. The ideal candidate will be self directed, have a strong work ethic, an inherent commitment to scheduled completion dates, the ability to coordinate others ensuring due dates are met, and an ability to independently execute tasks.

At Zirous, the Communications Manager:

- Manages communications programs that describe and promote the organization's products, policies, and benefits.
- Works closely with Director of Architecture Services in managing preparation of proposals, estimates and statements of work.
- Establishes schedule, provides content, coordinates assignment of sections, collates content, proofs content and delivers final product in proposal and statement of work production processes.
- Provides assistance with estimate preparation and specification and contractual provision negotiation.
- Prepares all material for publication by reviewing copy to detect errors in spelling, punctuation, grammar and syntax. Rewrites or modifies copy to clarify meaning and to conform to corporate style guidelines.
- Works closely with HR Manager by providing content and other required support to publish and update all internal policy communications including the Employee Manual.

## **THE REQUIREMENTS.**

The successful candidate should have:

- At least two years of experience preparing proposals, preferably in the Information Technology industry.
- Five years professional/technical communications experience, preferably proposal/grant writing, technical communication, marketing and/or contract analysis.
- Excellent communication skills, analytical ability, good judgment and the ability to work effectively with clients and staff.
- The ability to effectively coordinate organization's internal and external, non-project specific documentation efforts.
- The ability and desire to lead, manage and think strategically.

*apply online at*  
**[www.zirous.com/apply](http://www.zirous.com/apply)**

**zirous**

**Human Resources Office**

1503 42nd St. Suite 210

West Des Moines, IA 50266

p. 515.225.9015

**[www.zirous.com](http://www.zirous.com)**

