

The Engineering Marketing Coordinator will coordinate proposal writing efforts, and will develop marketing concepts, ideas, and materials to promote and maintain company brand and culture by:

- Plan, implement and manage marketing activities
- Manage and develop proposals
- Manage proposal preparation plan
- Coordinate staff process and contributions to proposal
- Technical/non-technical text compiling and editing
- Develop proposal graphics
- Develop marketing brochures
- Develop/maintain employee resumes, boilerplate proposal information, project descriptions, etc.
- Develop and deliver presentations
- Delegate and coordinate the work of other personnel

Qualities desired:

- Ability to work well independently, with others, and with minimal supervision.
- Excellent communication skills (both verbal and written) – Must have a strong command of the English Language.
- Understanding of basic marketing principles
- Familiar with Office 365, SharePoint, Microsoft Teams
- Proficient with desktop publishing Word, Adobe Creative Suite, and Photoshop, etc.
- Highly motivated
- Have great organizational skills
- Can multi-task with ease (may need to create multiple marketing proposals simultaneously) Be detail oriented and adaptable to change
- Excellent at time management
- Basic understanding of architectural/engineering industry terminology and procedures
- Five or more years of marketing experience in the architectural/ engineering community if no degree