



Position: Marketing Coordinator

FLSA: Exempt

Reports to: President

Location: Pittsburgh, PA

Date Posted: February 26, 2010

JOB SUMMARY:

Coordinate proposal writing for growing civil, environmental, and geotechnical engineering and consulting firm. Marketing Coordinator must possess excellent writing skills in support of producing very high quality, and accurate RFP responses in a deadline-driven environment. The candidate also will provide support for business development activities, including maintaining marketing data and sales reports.

ESSENTIAL FUNCTIONS / SKILLS:

1. Ability to read RFP's and organizes responses by providing clear and concise written proposals.
2. Excellent written and oral communication skills.
3. Excellent organizational skills. Manage multiple tasks and work effectively and efficiently in high paced environment with highly motivated professionals.
4. Strong appreciation and dedication to quality and meeting deadlines.
5. Self-starter and ability to work in collaborative efforts in a team environment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field, with 4 or more years experience in proposal writing and business development.
- Strong proficiency using Microsoft Office (Word, Excel, PowerPoint and Outlook).