



Position: Marketing Coordinator
Project Location: Pittsburgh, PA
Status: Part-time
Compensation: Based on experience

JOB SUMMARY:

Sci-Tek Consultants, Inc. (Sci-Tek), a growing survey, civil, environmental and geotechnical engineering firm is seeking a part-time Marketing Coordinator to provide support for business development activities, including preparing and editing proposals and qualifications statements; generating brochures, advertisements and marketing communications documents; and providing updates to the company website. The successful candidate may also assist with planning and scheduling and attending tradeshow, conferences and marketing events.

ESSENTIAL FUNCTIONS / SKILLS:

1. Excellent written and oral communication skills.
2. Excellent organizational skills. Manage multiple tasks and work effectively and efficiently in high paced environment with highly motivated professionals.
3. Strong appreciation and dedication to accuracy, quality and meeting deadlines.
4. Self-started and ability to work in collaborative efforts in a team environment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Marketing, Communication, English, Business or relevant field or equivalent years of experience.
- Strong proficiency using Microsoft Office (Word, Excel, PowerPoint and Outlook), and Adobe Creative Suite.
- 2 plus years' of proposal writing experience.

Sci-Tek offers competitive compensation including health benefits and 401K Savings Plan, and is an equal opportunity employer that seeks to be a premier provider of innovative, value-added solutions to its clients' many challenges through the application of survey, civil, environmental and geotechnical engineering.

To apply, please submit a cover letter and resume to:

Human Resources
Sci-Tek Consultants, Inc.
655 Rodi Road, Suite 303
Pittsburgh, PA 15235
Email: mail@scitekanswers.com