

CURRENT OPPORTUNITY: Marketing Coordinator – Roanoke, Virginia

The Marketing Coordinator's primary function is to assist and support the Vice President in providing the information necessary to be successful with Business Development and Marketing initiatives as well as Corporate Public Relations. This position will also assist the Executive Vice President and the Preconstruction Services Group with support documents as necessary to respond to proposals.

We are seeking a Marketing Coordinator who possesses a four-year degree in either Graphic Design, Marketing, Business, or English, and/or has previous experience working as a Marketing Coordinator. Industry experience is not required, however is recommended.

QUALIFICATIONS:

- 4-year degree in Communications, Marketing, Graphic Design, Business, or English
- 3 to 5 years of experience as a Construction/AE Marketing Coordinator preferred
- Experience in Adobe InDesign and Adobe Photoshop
- Proficiency in desktop publishing, presentation and other marketing related software
- Proficiency in Microsoft Office (including Word, PowerPoint, Excel, and Outlook)
- Experience in private and public procurement requirements preferred
- Excellent organizational and time management skills
- Excellent writing, grammar, editing skills
- Ability to multi-task and work independently with minimal supervision
- Excellent decision making/problem solving skills.
- Possess a valid driver's license.

TYPICAL DUTIES:

- Organize, maintain, update, and coordinate all information required for customer specific solicitation/proposal responses.
- Coordinate end-to-end process of proposal production with emphasis on creative and accurate production.
- Assist with the design and development, graphics, layouts, and required technical writing for corporate marketing material.
- Meet proposal deadlines by establishing priorities and target dates for information gathering.
- Interface with design professionals in the writing, editing, and publication of various types of documents to support design-build proposals.
- Interface with MB Project Management and Preconstruction team to update project profiles.
- Manage electronic proposal files, including network database and SharePoint files.
- Coordinate and produce media for project solicitation interviews, inclusive but not limited to: PowerPoint presentations, leave behind documents, display boards or display banners.
- Maintain content, suggest improvements, and provide monthly updates to company website and social media sites to include projects, pictures, copy, announcements, news events, etc.

- Develop and maintain database of media contacts.
- Prepare presentations for executive meetings, corporate functions, charity events, sponsorship activities, tradeshow and jobsite events.

BENEFITS:

- Medical insurance: 100% paid for employee; 50% paid for spouse and/or family
- 2 weeks paid vacation annually
- 1 week sick leave annually
- 7 Paid holidays
- 401(k) match up to 4% potential beginning after one-year continuous employment