

Marketing Coordinator

Reports to: Scott Ziegler (P.I.C. of Marketing Business Development)

Position Responsibilities

- Respond to RFPs and RFQs successfully.
- Proposals and Presentation Preparation.
- Award Submittals & Awards Calendar Lead.
- Photography Lead
 - Coordinate receipt of Closeouts, Floor Plans & Client Releases
 - Photographer Selection/Prepare Bid Proposals (if needed)
 - Project Team & Walk Through Coordination
 - Walk Through Selects & Final Shoot Coordination with Team/Photographer
- Marketing Collateral Maintenance and Upkeep (Resumes, Project Sheets, Project Listings).
- Jobsite Signs.
- Assist with for all Direct Mail (Postcards) and Specialty Mailers (Open House, Case Study, etc.).
- Assist with update of website in WordPress.
- Annual Surveys and Corporate Mailers (Annual Calendar, Promotions Mailer, Anniversary Mailers).
- EBlasts (Case Study, Announcement, etc.).
- Assist with Conference Booth Design & Marketing Collateral Preparation (Pop Up Displays).
- Assist with Public Relations & Social Media Lead (Press Releases, Maintenance of Press Binder).
- Other duties and responsibilities as assigned.

Job Skills & Abilities

- Desktop publishing experience (InDesign and Photoshop a must, Illustrator a plus).
- Expert knowledge of presentation software along with strong presentation design skills.
- Working knowledge of MS Office, including Word, Excel, PowerPoint, Outlook, Adobe Creative Suite is required.
- WordPress experience a plus.
- Social Media (Facebook, LinkedIn, Twitter, Hoot Suite).
- Ability to communicate both, verbally and in writing; strong editing and proof readings skills.
- Interact directly with Senior Principals as well as staff at all levels.
- Creative, well organized, capable of prioritizing and being proactive.

- Ability to maintain a strong sense of focus and confidence under tight deadlines and varying workloads.
- Excellent ability to multi-task and respond to constantly changing needs and schedules.

Education and Experience

- 2+ years prior marketing experience in the architecture/engineering/construction industry
- Prior experience with Position Responsibilities listed above
- Candidates must have a 4-year Bachelor's degree (Business, Marketing, Communications, English or Journalism recommended).
- Be an active member of SMPS for career development

Interested candidates, please send your resumes along with salary requirements to: hr@zieglercooper.com; No phone calls please. Thank you.