
POSITION: MARKETING ASSISTANT

REPORTS TO: CEO/President

QUALIFICATIONS:

Minimum Education: Bachelors Degree, or equivalent w/major course work in Marketing or related field

Minimum Experience: 5+ years of solid, responsible executive Marketing experience

Required Skills: Must be able to multi-task and possess superior communication skills (verbal, written and interpersonal). Advanced proficiency in Graphic Design/Presentation software essential (such as: InDesign, Illustrator, Photoshop, MS Office, Corel). Knowledge of Engineering industry, state & county municipalities is a plus. Familiarity with ACT! is a plus.

Duties/Responsibilities: Duties will include the coordination of business development, marketing and public relations activities. Coordinate and assemble proposals; prepare materials for project interviews and presentations; prepare statements of qualifications and responses to RFP's, meeting strict deadlines at all times. Must have strong organizational skills, and have a professional attitude and appearance. Will be required to use own initiative and independent judgment within guidelines and be capable of coordinating work, setting priorities, meeting deadlines and following up on assignments with a minimum of direction. Must exhibit exemplary customer service skills, including dealing effectively with the public, elected governmental officials and staff, representatives of public and private organizations and others sufficient to exchange or convey information as a representative of the Company whether in person or by telephone. May be asked to perform other general Team-driven duties when necessary, and be willing to work occasional extended hours and/or weekends when applicable

Must be Team-oriented with a strong work ethic and a positive attitude. Must have a current, clean FL drivers' license. Must be able to travel when necessary.

References: A minimum of three (3) previous employment references is required.
