

# **MARKETING ASSISTANT**

## **CARY OR ASHEVILLE, NORTH CAROLINA**

McGill Associates is a growing, progressive, regional engineering and consulting firm with over 30 years of experience, employing over 135 professional and support personnel. We are seeking a creative and motivated Marketing Assistant to be involved with marketing professional services and proposal generation. This position will join a team of innovative and dedicated employees who are committed to providing quality and responsive service to our clients in North Carolina, Tennessee, and Virginia.

### **Essential Duties and Responsibilities**

The Marketing Assistant position will be responsible for assisting the Marketing Team with proposal generation and other associated marketing tasks. Key duties include, but are not limited to:

- Learning the company's CRM software; including importing data, exporting reports, and tracking procurement sites for RFPs, RFQs, and SOQs
- Gathering content, graphics, and relevant information to assist with proposal development and other marketing needs
- Assisting with development, editing, and delivery of proposals
- Organizing sponsorships, conference, and event scheduling
- Tracking and ordering branded materials including brochures, advertisements, digital media, etc. as needed
- Collaborating and supporting marketing, business development, and other teams as required

### **Minimum Education and Requirements**

Candidates with a bachelor's degree in Marketing, Business Administration, or similar field is strongly preferred. Some familiarity with Adobe Suite is highly preferred. Candidates should have strong communication, organizational, and multi-tasking skills along with the ability to work under stringent deadlines. This position reports directly to the Director of Management Services.

### **Location**

This position can be located either in Cary or Asheville, North Carolina.

## **Opportunity and Compensation**

This position offers the candidate an opportunity to function as an integral part of a rapidly-growing regional consulting firm. McGill Associates offers competitive salaries and a rich benefit plan that includes medical, dental, 401(k) match, and much more.

## **How to Apply**

To apply, please email a cover letter and resume with references in one document to [recruiting@mcgillengineers.com](mailto:recruiting@mcgillengineers.com). Please list "Marketing Assistant – Cary or Asheville" as the subject line of your email.