

# **MARKETING ASSISTANT ASHEVILLE OR HICKORY, NORTH CAROLINA**

McGill Associates is a growing, progressive, regional engineering and consulting firm with over 30 years of experience, employing 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 and will report directly to the Director of Management Services.

## **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:

- Importing data, exporting reports, and tracking procurement sites for RFPs, RFQs, and SOQs in the company's CRM software
- Gathering content, graphics, and relevant information to assist with proposal development and other marketing needs
- Assisting with development, editing, and delivery of proposals
- Organizing event, conference, and sponsorship opportunities
- 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 Licenses**

- Bachelor's Degree in Marketing, Business Administration, or similar field of study is strongly preferred
- Familiarity with Adobe Suite (InDesign) is highly preferred
- Strong communication, organizational and multi-tasking skills
- Ability to work under stringent deadlines

## **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" and your location preference in the subject line of your email.