

MARKETING COORDINATOR

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 Coordinator with a background in 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 Coordinator position will be responsible for assisting the Marketing Team with proposals, along with a heavy emphasis on branding and design initiatives. Key duties include, but are not limited to:

- Tracking procurement sites for RFPs, RFQs, and SOQs
- 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
- Preparing, editing, and finalizing proposal submittals for RFPs, RFQs, and SOQs
- Managing the firm's website, primarily focusing on content generation
- Overseeing branded materials including brochures, advertisements, digital media, etc.
- Designing advertisements, announcements, and other relevant materials for the firm
- Collaborating and supporting marketing, business development, and other teams as required

Minimum Education and Requirements

Candidates should have a minimum of 2-3 years of experience in the marketing industry and a bachelor's degree in Marketing, Business Administration, or similar field is strongly preferred. Experience in marketing professional services, proposal development, and graphics design is required. Must be fluent in Adobe Suite (InDesign) and have some basic knowledge in WordPress. 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. Please list "Marketing Coordinator – Cary or Asheville" as the subject line of your email.