

MARKETING COORDINATOR

WSP SELLS, a leading transportation and infrastructure engineering firm, is looking for a results-driven marketing professional to support the growth of our offices in the southeast. This position is located in our Cary, NC office, with occasional travel to our Mooresville, NC office.

Key responsibilities include:

- Development and production of SOQ's, proposal materials, presentations, RFI responses, including SF 330 forms;
- Analyzing RFP requirements to ensure compliance, coordinating subconsultant information and team Q/C reviews, overseeing or developing submittal layout, production and final delivery/distribution;
- Work in a team atmosphere with all other areas of Marketing, Communications and Business Development to lead or support business development efforts;
- Interview staff for the subsequent writing and editing of items such as resumes, project descriptions, and management and technical documents;
- Maintain digital and hard copy files of business development correspondence with prospective clients and competitor/teaming partner/subconsultant information;
- Lead tracking and monitoring various sources for project opportunities;
- Assist with the pre-qualification process with potential clients;
- Help with PR and other branding efforts to effectively promote the firm.

Requirements:

- BA/BS in marketing or related field;
- Minimum of 2-5 years experience in marketing field (preferably in the A/E industry);
- Highly proficient with Microsoft Office Suite (Word, Excel, PowerPoint). Experience with Adobe Creative Suite and CRM software a plus;
- Strong interpersonal skills;
- Experience and knowledge of state and local agencies and proposal processes a plus;
- Ability to build and maintain strong working relationships with marketing team and local managers;
- Ability to effectively manage time, multi-task and pay close attention to details;
- Strong writing, proofreading and editing skills;
- Self motivated with the ability to work independently and as part of a team.

Candidates must clearly document your skills to perform and meet the responsibilities and requirements stated above.

Please submit resume, work samples and salary requirements to: scott.duncan@wspells.com.

No phone calls please.

WSP SELLS is an equal opportunity employer.