



CROWDER CONSTRUCTION COMPANY

CIVIL & ENVIRONMENTAL DIVISION

Crowder Construction Company, an Engineering News Record top 400 contractor has the following opening: Marketing Proposal Coordinator/Writer-Federal-Apex, NC

Primary Function

Prepare proposals, statements of qualifications, press releases and database research. Experience with the federal government and department of defense (all branches of the military) is required. The position will also include creation of marketing materials and website updates.

Typical Duties:

- Write and deliver comprehensive and accurate responses to government RFP's, RFQ's, Task order proposals.
- Author comprehensive, accurate and professional proposals.
- Design, create and update standard proposal templates.
- Ensure that all proposal content is consistent with customer requirements.
- Coordinate proposal efforts internally with Division/Operations Managers, Project Managers, Business Developers and Superintendents to gather necessary data and information to complete proposals.
- Create and maintain the proposal database and project information documents.
- Able to create marketing materials, brochures and other related materials in support of the overall business.
- Create and maintain database of staff resumes.

Skills, Knowledge, Qualifications & Experience

- Two year Associates degree or Four year degree Bachelors Degree in marketing, business, english or other applicable degree program or an equivalent combination of training and experience required.
- A minimum of four years experience in the federal market.
- This position requires actual experience and understanding of design-build, federal construction and federal agencies.
- Advanced user of Quark or Adobe in Design.
- Advanced user of Microsoft Office Suite.
- Ability to proof read and edit.
- High level organization skills and demonstrated attention to detail.
- Proven track record of being part of a team that marketed solicited and procured federal projects.

Your resume may be submitted at:

Mail:

1111 Burma Drive

Apex, NC 27539

Email:

toleary@crowdercc.com

Fax:

(919)-367-2098

Crowder is an equal opportunity employer and a drug free workplace.